



Job Description

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| POSITION TITLE: | Research Support Officer – Technical Services |
| LOCATION: | SAHMRI, North Terrace |
| REPORTS TO: | Research Infrastructure Manager |
| DEPARTMENT: | Research and Facility Services |

PURPOSE AND SCOPE OF THE POSITION

The purpose of the Research Support Officer is to support the objectives of Research and Facility Services team (RFS) in providing operational support to SAHMRI researchers, the management of research infrastructure and equipment within SAHMRI.

This includes but not limited to acting as a conduit between the corporate team and the researchers, providing general technical support to SAHMRI research activities through a strong focus on the coordination and maintenance of SAHMRI equipment and its systems in addition to promoting and ensuring operational, WHS and OGTR compliance.

Reporting to the Research Infrastructure Manager in RFS, the position will also work closely with Research and Facility Services, other corporate teams such as Finance, WHS, Quality and IT teams and a range of SAHMRI members including researchers, students, technical and administrative staff. The role will also interact with service providers, suppliers and a range of external stakeholders including our research partners.

KEY RESPONSIBILITIES

The specific duties include:

- Providing research and scientific support to SAHMRI researchers.
- Addressing queries from SAHMRI community regarding laboratory operation.
- Managing SAHMRI communal laboratory equipment.
- Facilitate the scheduling of general laboratory equipment preventative maintenance.
- Assist with diagnosis and confirmation of equipment faults.
- Maintain an accurate equipment maintenance/ repair records in accordance with relevant regulatory regulations.
- Facilitate and record the movement and disposal of laboratory equipment within SAHMRI and associated sites.
- Liaise with suppliers, instrument engineers and SAHMRI researchers in an event of an equipment failure.
- Maintain the SAHMRI Consumable store to ensure consumables are in stock and up to date.
- Provide support to other SAHMRI specialised facilities such as Core Facilities, Central Washup facility, Emergency shower/eye wash stations and scientific vending machines.
- Assist with audits (including laboratory space, assets, cold storage, waste disposal, gas bottles etc) in accordance with the relevant standards or regulations.
- Participate in the implementation of the Institute's Work, Health and Safety Management System and related laws, regulations and guidelines.

- Perform other duties commensurate with the role.
- Ensure that duties are performed in keeping with the principles outlined in SAHMRI's Vision, Mission and Values and the **Code of Conduct Policy**.

SPECIAL REQUIREMENTS

- Some out of hours' work may be required.
- Travel to other SAHMRI sites may be required.



Person Specification

QUALIFICATIONS

- Bachelor of Science, or other relevant qualification or experience.

EXPERIENCE, KNOWLEDGE AND SKILLS

- Minimum 3 years' experience in a laboratory management role, preferably in a medical research environment.
- Broad scientific and technical knowledge.
- Knowledge of specialised equipment and scientific techniques.
- Attention to detail and demonstrated ability to keep accurate records.
- Ability to work in a flexible, well organised and efficient manner.
- Ability to work both independently and as part of a team.
- Highly developed problem-solving skills.
- Excellent oral and written communication skills.
- Capacity to liaise effectively and relate well to research staff and students.
- Knowledge of laboratory practices and documentation.
- Knowledge of relevant ISO, WHS and OGTR requirements.
- Able to work independently and as part of a team.
- Able to work under minimal supervision to agreed standards and guidelines.
- Understanding of Work Health and Safety and Quality Management practices and procedures.
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People.
- Able to demonstrate the following SAHMRI Values and Culture:
 - **Excellence** – Bold, Driven, Dynamic
 - **Innovation** – Persistent and Focused
 - **Courage** – Collaborative and Enabling
 - **Integrity** – Embrace Diversity, Demand Equity
 - **Teamwork** – Friendly, Fast, Flexible, Fun

LICENCES

- Current Driver's Licence