



Australian
National
University

Position Description

College/Division:	ANU College of Physical and Mathematical Sciences
Faculty/School/Centre:	Research School of Chemistry
Department/Unit:	Chemistry Teaching
Position Title:	School Support Officer (Teaching)
Classification:	ANU Officer Grade 2/3 (Technical)
Position No:	31702
Responsible to:	Senior Technical Officer (Chemistry Teaching)
Number of positions that report to this role:	
Delegation(s) Assigned:	

PURPOSE STATEMENT:

This position will assist in the activities of the Research School of Chemistry (RSC) by providing support and assistance to course convenors, lecturers and students in a nominated course or outreach program.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The School Support Officer (Teaching) will work under supervision of the Senior Technical Officer and/or Technical Officers (Chemistry Teaching) and have a working relationship with the course convenors, teaching staff and the Associate Director Education – RSC. The position will provide support to the chemistry undergraduate program in the School, and support for the broader chemistry program throughout the College.

Role Statement:

Under the routine direction of the Senior Technical Officer and/or Technical Officers (Chemistry Teaching), this position will:

1. Prepare materials for practical classes delivered through the Chemistry undergraduate program, including setting out and clearing away equipment and materials.
2. Assist in the preparation for laboratory classes at all levels including the preparation of reagents and intermediates, standard solutions, operation and calibration of laboratory instruments and trialing new undergraduate experiments;
3. Operation of instrumentation as a service to the school;
4. Provide support for chemistry related outreach programs and activities within RSC and the College;
5. Compile technical staff procedure documents that detail the preparation of experiments, risk assessments, in-class activities and clean-up/wastes management for each experiment;
6. Collection and handling of hazardous wastes generated in laboratories;
7. Comply with all ANU policies and procedures, and in particular those relating to work, health and safety and equal opportunity;
8. Undertake other duties as consistent with the classification level of the position.

Delegate Signature:	<i>Vance Lawrence</i>	Date:	20/03/2017
Printed Name:	Vance Lawrence	Position:	Senior Technical Officer

References:

General Staff Classification Descriptors



Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CPMS	Dept/School/Section	RSC
Position Title	School Support Officer (Teaching)	Classification	ANU Officer Grade 2/3 (Technical)
Position No.	31702	Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/_Health_Surveillance_Program/index.asp Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see ' Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input type="checkbox"/>	<input checked="" type="checkbox"/>	laboratory work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input checked="" type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>
repetitive manual tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input checked="" type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input checked="" type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input checked="" type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input checked="" type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input checked="" type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:	<i>Vance Lawrence</i>	Print Name:	Vance Lawrence	Date:	20/03/2017
-------------------------	-----------------------	-------------	----------------	-------	------------