



Australian
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Position Description

College/Division:	College of Physical and Mathematical Sciences
Faculty/School/Centre:	Research School of Chemistry
Department/Unit:	RSC Technical Services Team
Position Title:	School Support Officer (Technical Services)
Classification:	ANU Officer Grade 2/3 (Technical)
Position No:	31704
Responsible to:	Senior Technical Officer, RSC Technical Services Team

PURPOSE STATEMENT:

This position will play a supportive role in the activities of the selected research area by providing assistance to staff and students and by participating in a research program set by the Senior Technical Officer.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

The School Support Officer (Technical Services) reports to the Senior Technical Officer and will provide efficient and effective support to the research groups within the Research School of Chemistry. The position collaborates with other internal and external stakeholders to the RSC, including academic and professional staff, students, partner organisations, and the broader ANU staff and student community.

Role Statement:

Under routine supervision of the Senior Technical Officer, RSC Technical Services Team, this position will:

1. Participate in and assist with supporting research facilities within the RSC as a member of the RSC Technical Services Team.
2. Assist in general lab duties, such as waste disposal, washing up and preparation of media and solutions commonly used in the lab;
3. Experimental design, and operation of standard laboratory and technical equipment or conduct of research procedures;
4. Assist in the coordination of regular chemical inventories;
5. Assist in maintaining laboratories, equipment and communal areas, in a safe and efficient order;
6. Assist with administrative duties associated with the RSC research equipment;
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.

ANU Officer Levels 2 to 3 are broadbanded in this stream. It is expected that occupants will progress to the higher levels within the broadband subject to gaining greater knowledge, skills and experience reflected in the Primary descriptors.

Delegate Signature:		Date:	21 Mar 17
Printed Name:	Nicholas Kanizaj	Position:	Sur Tech officer

References:

[General Staff Classification Descriptors](#)



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Pre-Employment Work Environment Report

Position Details

College/Div/Centre	CPMS	Dept/School/Section	RSC
Position Title	School Support Officer (Technical Services Team)	Classification	ANU Officer Grade 2/3 (Technical)
Position No.	31704	Reference No.	<i>N/A.</i>

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

<ul style="list-style-type: none"> • 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	X	<input type="checkbox"/>	laboratory work	X	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	X	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	X	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 type="checkbox"/>	electricity	X	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input 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"/>	X	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	X	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	X			
radio frequency	<input type="checkbox"/>	X			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	X	microbiological materials	<input type="checkbox"/>	X
allergens	<input type="checkbox"/>	X	potential biological allergens	<input type="checkbox"/>	X
cytotoxics	<input type="checkbox"/>	X	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	X	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	X	genetically-manipulated specimens	<input type="checkbox"/>	X
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's
Signature:

Print Name:

Nicholas Kanizsaj

Date:

21 Mar 17