



## Position Description

<b>College/Division:</b>	ANU College of Physical and Mathematical Sciences
<b>Faculty/School/Centre:</b>	Research School of Chemistry
<b>Department/Unit:</b>	Analytical Services – NMR Facility
<b>Position Title:</b>	School Support Officer (Analytical Services – NMR Facility)
<b>Classification:</b>	ANU Officer Grade 2/3 (Technical)
<b>Position No:</b>	31710
<b>Responsible to:</b>	Senior Technical Officer (NMR)
<b>Number of positions that report to this role:</b>	0
<b>Delegation(s) Assigned:</b>	

### PURPOSE STATEMENT:

This position will assist in the activities of the Research School of Chemistry (RSC) by providing technical support and assistance to staff and students within the NMR Facility, Analytical Services Team. The position also has some School wide responsibilities and will assist in maintaining group laboratories, equipment and communal areas.

### KEY ACCOUNTABILITY AREAS:

#### Position Dimension & Relationships:

The School Support Officer (Analytical Services – NMR Facility) reports directly to the Senior Technical Officer (NMR) and will assist service areas in the maintenance and use of instrumental equipment within the School as well as provide relevant training to staff and students. The position works closely with the Workplace Health & Safety Manager and Cryogenics Officer, as well as academics, students and professional staff across the School.

#### Role Statement:

Under the routine direction of the Senior Technical Officer (NMR), the School Support Officer (Analytical Service – NMR Facility) is required to:

1. Assist in maintaining instruments through, basic servicing, calibrations, preparation of solvents.
2. Assist the Senior Technical Officer (NMR) in performing NMR analysis as directed.
3. Provide advice and training to new and existing users of the NMR facilities.
4. Assist in maintaining laboratories, equipment and communal areas, in a safe and efficient order; including administrative duties associated with the equipment used within the School.
5. Assist the Cryogenics Officer in the maintenance of cryogenic fluids used and recycled in RSC.
6. Assessing and maintaining bonding, labelling needs, preparation for disposal, proper inventory/stocktake.
7. Assist with instrument and safety inductions based on SOPs and maintenance of training and user registers, such as:
  - user training including assistance with the generation of training documents and updates of these
  - assisting with system audits, for example checking accepted incompatibilities
  - spot checks of accuracy of chemical storage
  - generating GHS compliant labels
8. Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
9. Undertake other duties as consistent with the classification level of the position.

<b>Delegate Signature:</b> 	<b>Date:</b> 20-3-2017
<b>Printed Name:</b> CHRIS BLAKE	<b>Position:</b> 47501669

### References:

[Professional Staff Classification Descriptors](#)



Australian  
National  
University

## Pre-Employment Work Environment Report

### Position Details

College/Div/Centre	CPMS	Dept/School/Section	RSC
Position Title	School Support Officer (Analytical Services – NMR Facility)	Classification	ANU Officer Grade 2/3 (Technical)
Position No.	31710	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](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](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](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 type="checkbox"/>	<input checked="" type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input 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 type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
<b>NON-IONIZING RADIATION</b>			<b>IONIZING RADIATION</b>		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input 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"/>			
<b>CHEMICALS</b>			<b>BIOLOGICAL MATERIALS</b>		
hazardous substances	<input checked="" type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input 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 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 type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
<b>OTHER POTENTIAL HAZARDS (please specify):</b>					
Handling of Cryogens					

Supervisor's Signature:

*C Blake*

Print Name: CHRIS BLAKE

Date: 20-3-2017