Australian National University

Position Description

College/Division:	ANU College of Physical and Mathematical Sciences
Faculty/School/Centre:	Research School of Chemistry
Department/Unit:	Analytical Services – Mass Spectrometry Facility
Position Title:	School Support Officer (Analytical Services – Mass Spec Faciltiy)
Classification:	ANU Officer Grade 2/3 (Technical)
Position No:	31711
Responsible to:	Manager, Mass Spectrometry Facility
Number of positions that report to this role:	0
Delegation(s) Assigned:	

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 Mass Spectrometry Facility, Analytical Services. 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 – Mass Spec Faciltiy) reports directly to the Manager, Mass Spectrometry Facility, 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 Manager, Mass Spectrometry Facility, the School Support Officer (Analytical Services – Mass Spectrometry) is required to:

1. Assist in maintaining instruments through, basic servicing, calibrations, preparation of solvents.
2. Assist the Manger, Mass Spectrometry Facility in performing Mass Spectrometry analysis as directed such as undertake routine low and high resolution Mass Spectrometry analysis of samples including synthetic organic and inorganic molecules or biomolecules (proteins, peptides and DNA).
3. Provide advice and training to new and existing users of the Mass Spectrometry 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.

Delegate Signature: [signature] **Date:** 20/03/17

Printed Name: ANITHAHINI JEYASINGHAM **Position:** SENIOR TECH. OFFICER

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 – Mass Spec Facility)	**Classification**	ANU Officer Grade 2/3 (Technical)
Position No.	31711	**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	☒	☐	laboratory work	☒	☐
lifting, manual handling	☐	☒	work at heights	☐	☐
repetitive manual tasks	☐	☒	work in confined spaces	☐	☐
catering / food preparation	☐	☐	noise / vibration	☒	☐
fieldwork & travel	☐	☐	electricity	☐	☐
driving a vehicle	☐	☒			
NON-IONIZING RADIATION			**IONIZING RADIATION**		
solar	☐	☐	gamma, x-rays	☐	☐
ultraviolet	☐	☐	beta particles	☐	☐
infra red	☐	☐	nuclear particles	☐	☐
laser	☐	☐			
radio frequency	☐	☐			
CHEMICALS			**BIOLOGICAL MATERIALS**		
hazardous substances	☒	☐	microbiological materials	☐	☒
allergens	☐	☐	potential biological allergens	☐	☒
cytotoxics	☐	☐	laboratory animals or insects	☐	☐
mutagens/teratogens/ carcinogens	☒	☐	clinical specimens, including blood	☐	☐
pesticides / herbicides	☐	☐	genetically-manipulated specimens	☐	☐
			immunisations	☐	☐

OTHER POTENTIAL HAZARDS (please specify):

Supervisor's Signature: N Jeyasingham **Print Name:** ANITHAKINI JEYASINGHAM **Date:** 20/03/17

For assistance please contact HR Division Ph. 6125 3346