

POSITION DESCRIPTION:

SECTION A: Position Context

Position Title	Scientific Support Officer (Part Time)
Position Number	
Classification	Professional Level 4 / 5
Location	85 Commercial Road Melbourne
Effective Date	January 2018

Purpose:

The Scientific Support Officer will support the laboratories operations by supplying wash room and autoclaving services.

Supervision Reporting Relationships:

This positions' supervisor/manager	Laboratory Operations Manager
Other positions reporting to <u>this</u> position	

SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas		
1.	Scientific Support	Washing and autoclaving all glassware and or heat sterilisation Autoclaving of all plasticware and liquids Waste autoclaving and disposal
2.	Occupational Health & Safety	Refer to the "Burnet OHS responsibilities and roles" document for full details on specific OHS obligations and responsibilities of Employees.

Occupational Health and Safety

The Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

SECTION C: Key Selection Criteria

Qualifications		Essential/ Preferable
	Completion of Year 12 or equivalent	Essential

Experience / Knowledge / Attributes		
1.	Previous experience in a research laboratory environment	Essential
2.	Demonstrated experience or knowledge of the use of autoclaves and laboratory washing machine	Essential
3.	Proven ability to work independently and without supervision	Essential
4.	Proven ability to work effectively with a diverse group of people, responsive to support requests	Essential
5.	Experience with safe handling of OGTR, AQIS, hazardous chemicals and biohazardous material	Preferable
6.	Demonstrates initiative and capable of identifying issues and willing to improve processes and procedures	Preferable
7.	Basic Microsoft office skills to be able to access and apply standard operating procedures	Preferable

Other Requirements

The Burnet Institute is a child safe organisation. The incumbent of this position may be required to undergo a Police Check or Working with Children Check as a condition of their employment.

SECTION D: Burnet Overview

Burnet Institute is a leading Australian medical research and public health organisation focused on achieving better health for vulnerable communities in Australia and internationally by accelerating the translation of research, discovery and evidence into sustainable health solutions. The Institute is headquartered in Melbourne with programs that operate across Asia, the Pacific and in Africa.

Burnet's culture links innovative discovery-oriented research and implementation research with development and humanitarian action. World-class laboratory and field-based research is integrated into multidisciplinary programs aimed at the prevention, detection and treatment of diseases of global significance. This unique approach allows the Institute to make a tangible and sustainable impact on health in both developed and developing countries.

The Institute has three major thematic programs – Disease Elimination, Behaviours and Health Risk, and Maternal and Child Health, and two expansion programs – Healthy Ageing and Health Security. Staff within these Programs are supported by cross-cutting communities of practice; the disciplines of Life Sciences, Public Health and International Development.

Further Information:

For further information, please contact David Harrison, Laboratory Operations Manager.