This position is first and foremost with Bond University and although this position is described as operating within a section of the university, it is a fundamental requirement of your position that the best interests of the university must be your priority at all times.

PURPOSE OF THE POSITION:
The Faculty of Health Sciences & Medicine has a number of laboratory and museum teaching spaces supporting programs in Anatomy, Biomedical Sciences, Clinical Skills, Exercise Science, Forensic Science, Pathology and Physiotherapy.

Laboratory Officers are part of the Laboratory Services team which is responsible for the management and operation of all faculty laboratory and museum facilities.

As a Laboratory Officer, managing your designated laboratories, you will be responsible for providing an efficient and effective facility for student learning, assessment and research. The role includes responsibility for:

- setting up student practical classes, including trialling new activities;
- maintaining equipment and inventory; and
- provision of technical support to staff and students.

The role also includes ensuring the laboratory and activities comply with relevant Workplace Health & Safety requirements.

As a member of the Laboratory Services team the incumbent will also be required to work with other team members on the common goal of providing quality laboratory facilities for teaching and research to the Faculty.
REPORTING RELATIONSHIP:

The reporting relationships for this role are:

![Diagram of reporting relationships]

SELECTION CRITERIA:
1. Degree or qualification in relevant discipline and/or demonstrated experience in operation of a scientific or medical laboratory
2. Highly developed organisational and communications skills and ability to work harmoniously in a team environment contributing to team outcomes
3. Demonstrated ability to supervise a team member towards achieving team outcomes.
4. A sound understanding of Workplace Health & Safety standards and risk management in a Laboratory environment.
5. Well developed administrative skills and IT literacy including experience with the Microsoft Suite.
6. Ability to work independently, manage multiple tasks concurrently, apply continuous improvement principles, and meet deadlines

DESIRABLE CRITERIA
1. Current drivers licence
2. Experience in providing laboratory support in a tertiary education environment
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<th>COMPETENCY</th>
<th>RESPONSIBILITY</th>
<th>PERFORMANCE INDICATORS</th>
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| Preparation for practical classes | - Setting up of equipment required for teaching and practical demonstration classes.  
- Consult with academic staff regarding requirements for practical classes.  
- Undertake risk management of laboratory activities and advise on safety related issues  
- Demonstrate use of equipment as required  
- Arrange for borrowing/return of anatomy specimens with Griffith/UQ.  
- Assist with transfer/transportation of anatomy specimens as required. | - Practical classes run to plan. Positive review by Laboratory Manager & Laboratory Users Committee (LUC).  
- Review by LUC  
- Contribution to the production of risk management reporting. |
| Inventory Control           | - Assisting with preparation and maintenance of a detailed inventory of laboratory chemicals, equipment and anatomical models.  
- Printing and filing MSDS documents as required  
- Monitor use of consumables and assist with ensuring adequate stocks are on hand | - Inventories available for audit and stocktaking  
- MSDS library reviewed by Bond WH&S audit  
- Minimal urgent orders, minimal wastage of stock |
| Laboratory Housekeeping     | - Cleaning and tidying of laboratory spaces as required.  
- Ensure equipment is working correctly.  
- Ensure dangerous or hazardous substances correctly stored and handled  
- Ensure waste streams correctly separated and managed. | - Review by Laboratory Manager  
- Cleaning and maintenance as required – records kept  
- Safety cabinets used, gas cylinders secured |
| Laboratory Team             | - Work with Laboratory Manager and other team members on development and implementation of policies and procedures for provision of laboratory services to the Faculty.  
- Work with Laboratory Manager and team to ensure vital positions backfilled during periods of planned or unplanned leave.  
- Actively participate in the operation of the Laboratory Stores.  
- Provide support and assistance as required to other team members to ensure delivery of laboratory services. | |
| Faculty Support             | - Marketing – Active participation in Faculty marketing events.  
- Research – manage relevant research laboratory space and equipment. Provide support to researchers including assistance & training with equipment and procedures. | - Participation in running and design of marketing events such as open day, science week |
| Workplace Health & Safety   | - Oversee laboratory use to reduce hazards and promote a safe work environment.  
- Ensure all appropriate safety | - Proactively identify, action and report on WH&S issues |
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<tr>
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<td>equipment is installed, available for use and working correctly.</td>
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<td></td>
<td>• Ensure laboratory users undertake appropriate orientation and training in use of safety equipment as required.</td>
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<td>• Orientation records kept for all laboratory users</td>
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<tr>
<td>Understanding of Cultural Sensitivity</td>
<td>• Staff will come into contact with staff and students from a variety of cultural backgrounds. It is expected that mutual respect, cultural awareness and cultural sensitivity will form the basis of the professional working relationship.</td>
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<td>• Staff members are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.</td>
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<tr>
<td>Understanding of Quality Assurance</td>
<td>• Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.</td>
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<td>• Staff should demonstrate an understanding of the principles of quality improvement as they apply at Bond University.</td>
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It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this role at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.

Position Held by: 

Signed: 

Date: