



Position Description

Position Title: Laboratory Officer	Classification: Bond Level 3
Faculty/School/Office: Faculty of Health Science & Medicine	Date Position Classified/Updated: November 2023

Purpose of the Position:

The role is part of the Laboratory Services team within the Faculty of Health Sciences and Medicine. The team is responsible for the management of the Anatomy and Pathology Museums and other teaching laboratories, including Science & Clinical Skills laboratories, Sports Science & Physiotherapy and Research laboratories. HSM also has Clinical Skills space at Robina Hospital; the Bond University Clinical Education Unit (BUCERC). HSM may have a number of Laboratory Officers, each acting within a specific area of expertise.

The purpose of this position is to be part of a team of laboratory staff responsible for:

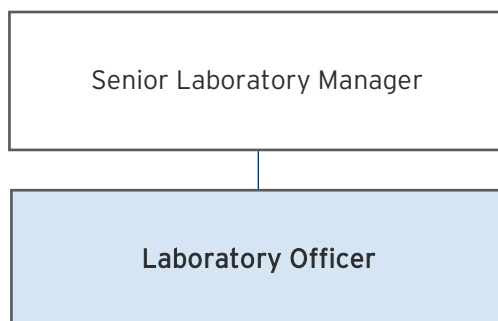
- Setting up student practical classes, including trialing new activities;
- Maintaining equipment and inventory; and
- Provision of technical support to staff and students.

The role also includes ensuring the laboratory and activities within 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. Specific duties relate to the focus area of the role and are incorporated into specific Duties Statements

Reporting Relationship:

This position reports to the Senior Laboratory Manager:



Selection Criteria:

- Certificate level qualification in a relevant field combined with previous experience in a laboratory environment.
- A sound understanding of laboratory environments and laboratory maintenance tasks
- Previous experience in lab activities including, set up, demonstration and inventory control
- Highly developed organisational and communications skills and ability to work harmoniously in a team environment contributing to team outcomes.
- A sound understanding of Workplace Health and Safety standards and risk management in a Laboratory environment.
- Well developed administrative skills and IT literacy including experience with the Microsoft Suite.
- Ability to work independently, manage multiple tasks concurrently, apply continuous improvement principles, and meet deadlines.

Desirable Criteria:

- Experience in a higher education environment.
- Experience with simulation manikins, audio-visual equipment and teleconferencing
- Current drivers licence

Competency	Responsibility
Preparation for Practical Classes	<ul style="list-style-type: none"> • In consultation with senior laboratory staff: <ul style="list-style-type: none"> ○ Consult with academic staff regarding requirements for practical classes. ○ Undertake risk management of laboratory activities and advise on safety related issues • Setting up of equipment required for teaching and practical demonstration classes. • Demonstrate use of equipment as required • Liaise with staff and external educators to facilitate smooth delivery of sessions
Inventory Control	<ul style="list-style-type: none"> • Assisting with preparation & maintenance of a detailed inventory of 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
Laboratory Housekeeping	<ul style="list-style-type: none"> • 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.
Administration	<ul style="list-style-type: none"> • If relevant, assist with Medical exam activities such as OSCE
Laboratory Team	<ul style="list-style-type: none"> • Work with Laboratory Manager and other team members on development and implementation of strategies and procedures for provision of laboratory services to the Faculty. • Provide support and assistance as required to other team members to ensure delivery of laboratory services • Assist with covering Lab team member holidays and short term vacancies.
Faculty Support	<ul style="list-style-type: none"> • Marketing - Active participation in Faculty marketing events.

Workplace Health & Safety	<ul style="list-style-type: none"> • Assist with oversight of laboratory use to reduce hazards and promote a safe work environment • Ensure all appropriate safety equipment is installed, available for use and working correctly. • Ensure laboratory users undertake appropriate orientation and training in use of safety equipment as required
Understanding of Quality Assurance	<ul style="list-style-type: none"> • Staff should demonstrate an understanding of the principles of quality assurance and continuous improvement as they apply at Bond University. • Staff are expected to demonstrate an ongoing commitment to the Bond University Strategic Plan, university policy and to our quality assurance processes.
Understanding of Cultural Sensitivity	<ul style="list-style-type: none"> • 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. • Staff are encouraged to attend a cultural sensitivity workshop to further enhance and develop cultural awareness and cultural sensitivity skills.
Understanding of WHS Responsibilities	<ul style="list-style-type: none"> • Maintain a safe workplace and follow safety directions and internal controls. Alert your Manager of WHS risks and be vigilant in observing safe practices. Understand WHS requirements in your work area. • All managers of staff are required to conduct risk assessments and implement controls accordingly as well as action safety audit results within the directed time frame. • Awareness of, and accountability for, WHS responsibilities in the work area and for the staff and contractors under your control (if applicable).

Note - the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

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.