



Position Description

JOB TITLE:	Senior Laboratory Assistant
DEPARTMENT:	Core Services
REPORTS TO:	Lab Support Officer
LAST DATE REVIEWED:	December 2020

JOB SUMMARY

This position assists Core Services in various aspects of the management of laboratories within CCI. This includes but is not limited to the support of all researchers through maintenance, supply management and waste disposal.

The Senior Laboratory Support Assistant works in a support team, and closely with various stakeholders throughout the Institute. This role is required to follow all relevant policies and procedures related to the use of CCI laboratories as well as adherence to WHS policies and procedures as they directly relate to the labs.

PRIMARY TASKS / RESPONSIBILITIES

- Assist and advise the Core Services team where required to ensure the smooth and efficient running of CCI's laboratories
- Participate in cleaning of all labs and general laboratory housekeeping
- General stocking and ordering of consumables
- Preparation and stocking of all standard supply materials correctly and on time
- Facilitating any technician visits for equipment repairs and maintenance
- Participating in the development of good relationships with the researchers and external suppliers, working with them to ensure all problems are resolved
- Maintaining PC2/Cytotoxic waste streams in accordance with regulations
- Collect deliveries for the Core Services team as required
- Collect and process Linen as required
- Assist Research and Core Services as necessary
- Any other duties as required by the Lab Support Officer and Core Services Manager according to competencies

KEY SKILLS

- Ability to work unsupervised.
- Excellent attention to detail.
- Time management skills
- Ability to work to deadlines
- Demonstrated initiative.
- Flexible attitude to work.



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EXPECTED OUTPUTS

- Support the Strategic Plan of Core Services and CCI
- Regular review of services provided to ensure research communal needs are maintained
- Assist the Lab Support Officer and Core Services team in maintaining operational support to the laboratory
- Consistently meet required deadlines
- Accurate and complete periodic reporting as required by the Laboratory Support Officer

MINIMUM REQUIREMENTS

Qualifications

- Tertiary qualifications (e.g. TAFE, BSc) in science or relevant experience

Experience and requirements

- Experience in the day-to-day operation of a biomedical laboratory
- Knowledge of PC2 behavioural requirements highly regarded
- Knowledge of WHS
- Inventory Management experience
- Team player
- Excellent organisational skills
- Excellent negotiation and conflict management skills
- Strong problem-solving skills

Children's Cancer Institute policies applicable

- Code of Conduct/Ethics
- Whistleblowing
- Use of Electronic Resources
- Occupational Health & Safety
- Appropriate Workplace Behaviour
- Privacy

SERVICE STANDARDS

- Respond to phone calls and emails within 48 hours

COMPLIANCE AND CODE OF ETHICS AND CONDUCT

Staff members are responsible for ensuring that they are familiar with and comply with their conditions of employment as stated in their individual contract, all Children's Cancer Institute Policies and Procedures and relevant ethical and regulatory guidelines. Staff must be aware that breaches by individuals will not be tolerated or condoned and may be subject to the Disciplinary Action Policy.



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Your knowledge and awareness of Children's Cancer Institute Policies and Procedures (including the Code of Ethics and Conduct) will be monitored from time to time to ensure that our compliance program is effective.

Part of compliance adherence involves the use of standardised forms, checklists, and other aids (as appropriate) to ensure that important compliance issues are not overlooked. All forms must be used in accordance with instructions and the procedures as outlined in the relevant policies and procedures to ensure that compliance to the laws and regulations occurs.

WHS

- Must adhere to all OHS policies and procedures
- Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace
- Actively participating in health and safety meetings, training, and induction programs
- Complying with all safe work procedures and instructions
- Use equipment in compliance with relevant procedures, without wilful interference or misuse
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor
- Must not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare

REPORTING STRUCTURE

Position reports direct to: Lab Support Officer

Departmental Structure: See Organisation Chart

Note: *Reporting structure may change subject to management decisions and business requirements.*