

POSITION DESCRIPTION

Position Title:	Laboratory Assistant
Cluster / Business Unit / Division	Nuclear Science and Technology (NST)
Section or Unit:	Biosciences
Classification:	Band 2
Job Family:	Operations
Position Description Number:	PD-1277
Work Contract Type:	Administrative
STEMM/NON-STEMM:	NON-STEMM

POSITION PURPOSE

The position is to provide technical support for the effective operation and maintenance of laboratories and specialised work areas, including cleaning, in accordance with required standards.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

Nuclear Science & Technology incorporates ANSTO's research, innovation, landmark research infrastructure and associated platforms and capabilities. NST conducts research and development in relation to nuclear science and technology and connects people, transfers knowledge and provides nuclear-based products and services for the benefit of Australia.

The Research Infrastructure portfolio consists of platforms established on scientific infrastructure and capabilities, with a number of the platforms categorised as landmark infrastructure. This includes a range of scientific assets, infrastructure, capability development and delivery for multi-decadal, multi-disciplinary, multi-user platforms for a collaborative user community and for internal research and development endeavours.

Biosciences is a Research Infrastructure platform which includes facilities and capabilities organised into three groups – Radiochemistry, Irradiations, Biology & Preclinical Imaging. The primary objective of the platform is to enable clinical and preclinical research and translation. The platform partners with pharmaceutical companies to bring new products and methods to market, collaborates with the NST Human Health research theme to develop greater understanding of disease states, diagnosis and treatment, assists in optimising ANSTO Nuclear Business production methods and develops new and improved methods of deploying landmark infrastructure and nuclear methods for the benefit of partners, collaborators and customers.

The Facility Services team manages and provides support for Biosciences facilities in a number of buildings across the Lucas Heights campus. These facilities include radiochemistry and biology laboratories directed toward providing radiopharmaceutical, radioisotope, imaging, biology and vivarium capabilities.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Responsible for routine and non-routine cleaning of all facilities to ensure proper function, and compliance (quality, safety and regulatory), and to meet user expectations and requirement.
- Maintain and undertake the preparation and cleaning of specialised facilities to cleanroom standards to enable production and testing of radiopharmaceuticals and radioisotopes.
- Responsible for the collection of waste and the subsequent categorization, sorting to align with ANSTO waste management practice, and active and non-active laundry management.
- Contribute to the maintenance of facilities and equipment by providing basic laboratory technical support to maximise facility and laboratory users experience and requirement, including coordinating and supervising service contractors and placing orders, replenish and circulation of general consumables’.
- Contribute where required to the management of chemicals and chemicals stores by participating in the annual chemical disposal, inventory stocktake and affiliated operations.
- Responsible for the preparation and revision of quality and safety documentation, and registers in the areas of responsibility.
- Undertake additional duties as required and during periods of leave of other staff.

Decision Making

- The ANSTO values, organisational corporate plan, operational excellence program, NST strategy, Biosciences business plan, and operational objectives provide the context for the position.
- Determine key work priorities within the context of agreed work plans and will consult with Facility Manager on issues that have a significant impact on the group.
- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Key Challenges

- Managing priorities across multiple stakeholders within different areas of the organisation.
- Working in different buildings with the presence of many different types of hazards.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Facility Manager	<ul style="list-style-type: none"> • Receive guidance and direction • Receive performance requirements consistent with business plans and objectives • Provide regular updates on key tasks, issues and priorities
Facility and laboratory users (Internal and external)	<ul style="list-style-type: none"> • Collaborate and share accountability • Engage with facility and laboratory users to ensure user satisfaction and compliance with quality, safety and environmental systems. • Negotiate and resolve conflicts
Laboratory Coordinator/ Laboratory Technician	<ul style="list-style-type: none"> • Discuss planned and shared tasks in consultation with Facility Manager to ensure smooth and effective maintenance of facilities to meet user’s requirement
Direct Reports	<ul style="list-style-type: none"> • Nil
External	
Suppliers	<ul style="list-style-type: none"> • Purchase laboratory consumables, cleaning agents and equipment

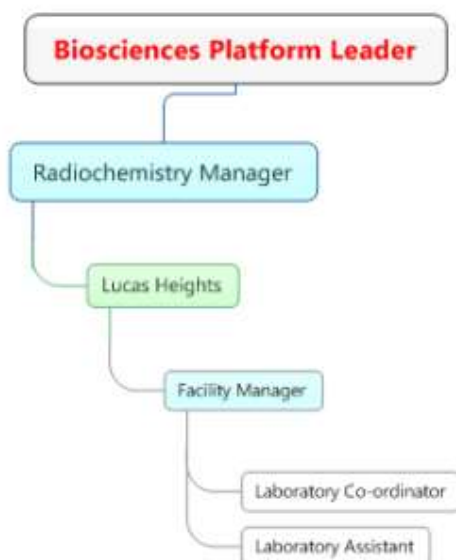
POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Facility Manager, Facility Services
Direct Reports	Nil
Indirect Reports	Nil

Financial Data (2021/2022)	
Revenue / Grants	NA
Operating Budget	NA
Staffing Budget	NA
Capital Budget	NA
Assets	NA

Special / Physical Requirements	
Location:	Lucas Heights Working in different areas of designated site/campus as needed.
Travel:	May be required travel offsite and pick up consumables and cleaning supplies.
Physical:	Required to be fit & able to do all cleaning tasks with the ability to lift up to 23kg. Due to the physical nature of work and use of cleaning equipment, required to have the upper body strength, core body strength, ability and fitness required to successfully perform in the role. Required to do regular amounts of manual handling. Wearing personal protective equipment for the handling of hazardous and/or radioactive materials.
Radiation areas:	Perform duties in an area where radioactive materials are handled under tightly controlled safety conditions. Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety conditions.
Hours:	Willingness to work extended and varied hours based on operational requirements.
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements

Workplace Health & Safety	
Specific role/s as specified in <u>AP-2362</u> of the ANSTO WHS Management System	All Workers Other specialised roles identified within the guideline a position holder may be allocated to in the course of their duties. May be required to undertake one or more of the specified roles within the context and course of their duties: Area Supervisor, Contractor Supervisor.



KNOWLEDGE, SKILLS AND EXPERIENCE

1. HSC or Vocational Certificate in relevant area.
2. Knowledge of hygiene and experience cleaning sterile or laboratory environments.
3. Ability to work safely in a highly regulated environment.
4. Ability to learn new skills, make improvements to work methods and techniques follow guidelines and instructions.
5. Demonstrated ability to work as part of a team.
6. Ability to follow job assignments completely, efficiently and with minimal supervision.
7. Self-motivated and committed to getting the job done, often working to important deadlines or tight timeframes.
8. Proficient in computer use, Microsoft Office and data entry.
9. Proficient written, verbal and communication skills.

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

Line Manager		Delegated Authority	
Name:	Cathy Jiang	Name:	John Bennett
Title:	Facility Manager	Title:	Leader, Biosciences
Signature:		Signature:	
Date:	13/12/2021	Date:	13/12/2021

Appendix 1

ANSTO Job Families
Accounting & Finance
Administration
Communications & Marketing
Compliance & Regulation
Engineering and Technical
Human Resources
ICT & Digital Solutions
Information & Knowledge Management
Legal
Manufacturing
Monitoring & Audit
Operations
Organisational Leadership
Project & Program
Research
Science
Security & Intelligence
Senior Executive
Service Delivery
Strategic Policy
Trades & Labour