# Position Details

## Research Projects- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Materials Characterisation Instrumentation Officer |
| Job Reference | 71335 |
| Tenure | Indefinite |
| Salary Range | AU$63 594 to AU$80 937 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Melbourne (Clayton) VIC |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens Only /New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Team Leader |
| Client Focus – Internal | 95% |
| Client Focus – External | 5% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Roger Mulder via email at roger.mulder@csiro.au or phone +61 3 9545 2550 |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

The role of Research Projects staff in CSIRO is to collaborate in scientific and technological activities with other research staff usually by assisting with detailed planning, undertaking or assisting with experimental, observational or technology development work, and in carrying out the more practical aspects of the work.

The Materials Characterisation Instrumentation Officer will join the Molecular Interactions Team in the Materials Characterisation Program. The role will work across Facilities including chromatography, magnetic resonance, molecular spectroscopy and mass spectrometry. The officer will provide analytical support to multiple programs to help them achieve their milestones. The main duties include performing routine and non-routine UHPLC/HPLC and LC-MS analyses and separations on small molecule organic and metal-organic compounds, peptides and small proteins, and polymers. The role will also be responsible for performing routine maintenance on chromatography instruments, NMR spectrometers, and other instruments as required.

### The Materials Characterisation Program boasts analytical and characterisation expertise in areas from spectroscopy and chromatography to microscopy and X ray science and has stewardship of over $30m of state-of-the-art instrumentation. As part of CSIRO Manufacturing, our Materials Characterisation Program uses physical methodologies to interrogate soft and hard matter at the nano-, micro-, and macroscopic levels, specialising in complementary and wide-ranging analysis and characterisation fields and provides integrated expertise in chemical, physical and biological materials interrogation at the biology-materials science interface.

### Duties and Key Result Areas

* Work with clients of the Laboratories to provide appropriate chromatographic support to ensure successful project outcomes.
* Keep records of samples received, and analyses and separations undertaken, including in laboratory notebooks and/or LIMS systems as appropriate. Provide reports to clients in a timely manner.
* Undertake and complete tasks under technical direction, working with discretion to decide on the timing of operations within the Chromatography Facility’s plan, and planning ahead to meet experiment and/or project demands, often working on a number of parallel and competing tasks.
* Maintain confidentiality when dealing with commercially sensitive information.
* Perform routine maintenance on chromatography equipment, as well as fault-finding and repairs and liaising with vendor service engineers.
* Design new processes by adapting existing techniques and components to meet special circumstances or undertake modifications to methods requiring some innovation.
* Maintain safe working practices when handling a range of chemicals and cryogenic materials.
* Independently test possible solutions to resolve identified problems.
* May have responsibility for maintaining laboratory consumables and scheduling and instructing staff in the use of shared equipment.
* Oversee the activities of less experienced staff and provide guidance on experimental/ technological techniques and protocols as required.
* Respond courteously and efficiently to client requests, maintaining clear communication regarding mutual expectations and monitoring client satisfaction.
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary research team to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policies, Diversity initiatives, and Making Safety Personal goals.
* Other duties as directed.

## **Required Competencies**

* **Teamwork and Collaboration:** Proactively seeks and considers the ideas and opinions of others from within and outside the team to help form decisions, plans or actions.
* **Influence and Communication:** Puts forward ideas by presenting factual information supported by data, definitions, examples, illustrations or other aids, which will assist in conveying meaning.
* **Resource Management/Leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
* **Judgement and Problem Solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
* **Independence:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **Adaptability:**Willingness to change ideas or perceptions based on new information, contrary evidence or other people's points of view. Prepared to try out different approaches.

## **Selection Criteria**

#### Essential

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. Relevant bachelor’s degree or equivalent relevant work experience in chemistry, physics, materials science, or a related field.
2. A minimum of approximately five years of demonstrated experience in liquid chromatography: the use of HPLC and UHPLC instrumentation, under reverse phase, normal phase, and chiral conditions.
3. Demonstrated ability to undertake method development to scale analytical separations to successful semi-preparative and preparative scale separations.
4. Demonstrated ability to undertake routine maintenance of chromatography instrumentation including fault finding, repairs, and maintenance.
5. Demonstrated experience in the use and/or maintenance of at least one of the following instruments: NMR spectrometers, FTIR spectrometers, mass spectrometers.
6. Excellent face-to-face and written communication skills.
7. The ability to work independently and follow instructions safely.
8. A flexible approach to problem-solving under general direction.

## **Desirable**

1. An understanding of the data produced by the various techniques and the ability to determine whether the results are expected, accurate, and correct, and to troubleshoot where they are not.
2. Familiarity with Waters chromatography equipment and software.
3. Experience in safely handling cryogenics, including successful completion of cryogens and gas safety training.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

* The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

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* 1. People First
  2. Further Together
  3. Making it Real
  4. Trusted

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