# Position Details

## Research Projects- CSOF2

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| The following information is for applicants | |
| Advertised Job Title | Laboratory Autoclave & Wash-Up Operator/Assistant – Biology and Chemistry |
| Job Reference | 78608 |
| Tenure | Specified Term of 3 years  Full-time |
| Salary Range | AU$49,545 to AU$63,863 pa + up to 15.4% superannuation |
| Location(s) | Clayton, VIC |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Biology R&D Group Leader |
| Client Focus – Internal | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Ben Cao via email at [ben.cao@csiro.au](mailto:ben.cao@csiro.au) or phone +61 9545 2566 |
| 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

Research Projects staff in CSIRO collaborates 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 Laboratory Autoclave and Wash-up Operator will support the Biology and/or Chemistry Groups in Biomedical Manufacturing by conducting general wash-up duties, laboratory waste disposal, laboratory glassware & equipment wash-up and autoclave, as well as general maintenance where required under the supervision of the laboratory manager.

### Duties and Key Result Areas:

* Laboratory waste disposal (both biological and chemical waste) and where required following Physical Containment Class 2 (PC2) and the Office of the Gene Technology Regulator (OGTR) conditions.
* Collect and wash dirty glassware and consumables and ensure glassware and consumables/equipment are free of obvious defects.
* Undertake cleaning and maintenance activities associated with the autoclaves, dish-washers and laboratory area to ensure sterilisation and cleaning processes meet standard requirements.
* Comply and work under appropriate activity risk-assessments (ARAs), safe work instructions (SWIs) and plant-risk assessments (PRAs).
* Other general laboratory maintenance duties as required including ordering and stocking laboratories with standard consumables and checking safe operation of eye-wash stations.
* Respond courteously and efficiently to requests for your services and redirect requests to appropriate staff when required.
* Under general supervision follow all reasonable instructions including, the method/approach and the techniques that are to be used, in order to perform routine experimental or operational tasks.
* 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, often regionally dispersed research team, and business unit to carry out tasks in support of CSIRO scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

## **Required Competencies:**

* **Teamwork and Collaboration:** Demonstrates initiative, actively contributing as a team member. Supports team decisions and keeps other team members up to date about individual actions. Shares all relevant and useful information. Pitches in and helps other team members when necessary.
* **Influence and Communication:** Communicates basic facts in a courteous manner including posing appropriate questions to gain factual information.
* **Resource Management/Leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
* **Judgement and Problem Solving:** Selects appropriate solutions to clearly defined problems using readily available information. Alternatives are limited and prescribed or apparent.
* **Independence:** Accepts personal responsibility for doing the job well. Looks for opportunities to improve the way things are done and makes recommendations accordingly.
* **Adaptability:**Accepts the need for change to work routines or technology.

## **Selection Criteria**

#### Essential

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

1. Year 12 certificate or equivalent combination of experience and training in a relevant scientific field.
2. Proven ability to undertake tasks as instructed and adhere to safety protocols to ensure one’s safety and those around you.
3. Demonstrated ability to communicate effectively and concisely, both orally and in writing.
4. Proven ability to work co-operatively in a team environment.
5. Ability to use initiative, apply sound judgement and manage competing priorities to achieve team goals.

## **Desirable:**

1. Demonstrated experience or knowledge of the use of autoclaves and labware washing machines.
2. Prior experience working in a chemistry and/or biology laboratory (PC2).

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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CSIRO is a values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* People First
* Further Together
* Making it Real
* Trusted

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