# Position Details

## Technical Services – CSOF2

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| The following information is for applicants | |
| Advertised Job Title | Laboratory & Greenhouse Technical Assistant |
| Job Reference | 82204 |
| Tenure | Indefinite – role commencing in January 2023  Full-time |
| Salary Range | AU$50,536 – AU$65,140 per annum plus up to 15.4% superannuation |
| Location(s) | Black Mountain (Canberra), ACT |
| 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 | Research Support Manager |
| Client Focus – Internal | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Candice Sheldon via email at [candice.sheldon@csiro.au](mailto:candice.sheldon@csiro.au) or phone +61 2 6246 4943 |
| 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. |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

### Role Overview

The role of Technical Services staff in CSIRO is to provide support for scientific research in a diverse range of laboratory and field situations across a range of different research projects. This support consists of the application of accepted technical practices and the development of new practices. The work is usually carried out as a member of a centralised service.

The Laboratory and Greenhouse Technical Assistant will work with the Agriculture and Food Business Unit’s Operations Team supporting programs and operations to ensure the smooth and effective running of the Business Unit (BU).

### Duties and Key Result Areas

* Work as part of the Site Services Team to provide laboratory and greenhouse support.
* Manage the movement of stock, equipment and consumables for the efficient operation of the laboratories, potting shed and quarantine facilities including lifting up to 15kg on a regular basis.
* Maintain stocks of clean and sterile glassware in the laboratories by collecting used glassware from laboratories. Clean, sterilise and redistribute glassware to relevant laboratory(s) on a daily basis.
* Collect empty consumable containers, such as plastic tip boxes, glass jars for tips and tubes, Pasteur pipettes from labs on regular basis, and refill and sterilise.
* Prepare and sterilise basic laboratory media and solutions.
* Collect and ensure the safe treatment and disposal of laboratory waste following Physical containment Class 2 (PC2) and the Office of Gene Technology Regulator (OGTR) conditions, including keeping required records and conducting compliance checks.
* Perform routine maintenance of wash-up room by keeping it clean, organised and well stocked, and maintaining equipment to a safe operational standard.
* Monitor and communicate with the Research Support Officer when general maintenance tasks are required including ordering, equipment maintenance and repairs.
* Provide assistance to the Quarantine Team including greenhouse support activities, as required.
* Provide assistance to the Plant Growth Services Team including assisting with potting shed activities, as required.
* 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.
* Oversee the activities of less experienced staff and provide on-the-job training as required.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. An understanding of laboratory environments, and sterilisation processes.
2. Demonstrated ability to lift up to 15Kgs, bend, walk and perform repetitive movements.
3. Proven ability to undertake tasks as instructed and adhere to safety protocols to ensure one’s safety and those around you.
4. Demonstrated ability to communicate effectively and concisely, both orally and in writing.
5. Proven ability to work effectively as part of a team and carry out tasks under the direction of Research Support Manager.
6. 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 PC2 environment.
3. Experience within a nursery or similar greenhouse environment.

## **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.

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 Clearance or equivalent. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* The successful candidate will be required to undertake a pre-employment medical examination prior to commencement.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!

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

Find out more about CSIRO [Agriculture and Food](https://www.csiro.au/en/Research/AF)