

Position Description – Research Support Officer

Updated 7 March 2023

POSITION DETAILS	
College	College of Science and Engineering
Organisational Unit	Molecular Sciences and Technology
Supervisor	Matthew Flinders Professor of Chemistry
Classification	Higher Education Officer Level 5
Employment Type	Fixed-term, Part-time

POSITION SUMMARY
<p>Under general direction, the Research Support Officer will work within the Molecular Sciences and Technology research section of the College of Science and Engineering to support a chemistry research team funded by multiple ARC grants and industry collaborations. The Research Support Officer will have basic laboratory skills to support lab upkeep. The Research Support Officer will also provide administrative support for the operation of the research team.</p>

UNIVERSITY EXPECTATIONS AND VALUES
<p>All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:</p> <ul style="list-style-type: none"> • demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred; • contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor; • promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity; • perform their responsibilities in a manner which reflects and responds to continuous improvement; and • familiarise themselves and comply with the University's <i>Work Health and Safety, Injury Management and Equal Opportunity</i> policies. <p><i>A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.</i></p> <p><i>An up to date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University COVID-19 Vaccination Policy (2022). If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.</i></p>

KEY POSITION RESPONSIBILITIES

The Chemistry Research Support Officer is accountable for:

1. Laboratory support and upkeep including ordering supplies and equipment, receiving shipments, organising maintenance and caretaker requests, and assisting with equipment and chemical inventories.
2. Laboratory chemical management, including safe transport and storage of chemical supplies and disposal of chemical waste.
3. Organising regular lab cleaning of benches, sinks, and lab equipment in collaboration with the research team.
4. Supporting laboratory personnel, including local on-boarding for new lab members.
5. Assisting with media engagement and meeting with commercial vendors.
6. Administrative support for research reporting to both internal and external organisations.
7. Administrative support for lab activities including booking meeting rooms and parking, organising visitor schedules, assisting in travel bookings, and organising research team social events.
8. Administrative support for office upkeep, including filing maintenance requests for office supplies and computing resources.
9. Assisting with administrative support of grant finance and research contracts.
10. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- An Honours or Master's degree in chemistry (or equivalent) with laboratory research experience or a combination of experience and/or training
- Demonstrated capability of safe handling of hazardous substances.
- Demonstrated commitment to laboratory safety.
- Capacity to interact with University staff and students, and external partners in a professional manner.
- Demonstrated ability to be pro-active in solving problems and supporting co-workers.
- Demonstrated ability to work effectively and collaboratively in a team environment.
- Capacity to handle confidential information securely and professionally, including laboratory projects, research results, and communications with internal and external stakeholders.