

# JOB DESCRIPTION

<b>Position Title</b>	Flow Facility and Equipment Specialist	<b>Level</b>	7.1
<b>Reports to (role)</b>	Laboratory Manager		
<b>Team</b>	Research Governance & Platforms		
<b>Location</b>	Level 6 West		

## PURPOSE OF POSITION

*Provide a brief description of the general nature of the position; an overview of why the job exists; and what the job is to accomplish.*

Provide a high quality flow cytometry and cell sorting service by managing and developing the Institute's cytometric facilities, providing technical advice, and conducting training. Secondary requirements include supporting other high-end equipment within the Institute via the PPMS booking system, networking equipment and liaising with Facilities for equipment servicing and repairs.

## KEY RESPONSIBILITIES

*A maximum of 5 primary responsibilities for the position*

*List in order of importance*

*Workplace Safety is mandatory for all Job Descriptions*

<b>Key Responsibilities</b>	<b>Tasks required to achieve Key Responsibilities</b>	<b>Measures</b>
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<b>Facility Management</b>	<ul style="list-style-type: none"> <li>• Provide high-level specialist expertise Institute wide.</li> <li>• Ensure the facility's capabilities are maximized.</li> <li>• Set up and calibrate equipment according to experimental requirements.</li> <li>• Run samples, verify samples</li> <li>• Provide advice to researchers on panel design and fluorochrome selection</li> <li>• Facilitate high quality cell sorting and related tasks</li> <li>• Facilitate a high quality imaging service and related tasks</li> <li>• Develop costing plans for the external use of the facility, as well as other instrumentation within the Institute</li> <li>• Maintain relevant paperwork and records as required, keep stocks of relevant supplies, order consumables.</li> <li>• Ensure effective operation of the facilities via policies and procedures applicable to all tenants of the laboratory space through the development and implementation of SOPs.</li> <li>• Work with IT in order to create and implement a secure and effective Data Management system.</li> <li>• Deliver practical training in flow cytometry and imaging to both Telethon Kids Institute members and external users.</li> <li>• Train key departmental staff in basic methodology and operation of the equipment.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from external &amp; internal researchers</li> <li>• Budgetary compliance.</li> <li>• Existence of a log of equipment &amp; facility maintenance.</li> <li>• User friendly facility related documentation.</li> <li>• Ease of availability and accurate documentation.</li> <li>• Security of data &amp; ease of access to data.</li> <li>• Feedback on quality, consistency and availability of training.</li> </ul>
<b>Quality of Product</b>	<ul style="list-style-type: none"> <li>• Assess new alternative cytometry and imaging techniques.</li> <li>• Quality control of all equipment including arranging servicing and tech support if established performance specifications are not meet.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from external &amp; internal users of the facility.</li> </ul>

<b>Team Membership</b>	<ul style="list-style-type: none"> <li>Actively contribute to a harmonious team.</li> <li>Provide support and back-up when other team members are absent</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from individual team members.</li> </ul>
<b>Maintenance &amp; Compliance</b>	<ul style="list-style-type: none"> <li>Ensure compliance of the flow cytometry and laboratories with OHS/IBC requirements.</li> <li>Maintenance of equipment held within the facility.</li> <li>Maintain and clean multi-user instruments and liaise with service engineers when necessary.</li> </ul>	<ul style="list-style-type: none"> <li>Facility is maintained at a high standard of cleanliness &amp; sterility.</li> </ul>
<b>Workplace Safety</b>	<ul style="list-style-type: none"> <li>Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work.</li> <li>Identify and assess workplace hazards and apply hazard controls.</li> <li>Report every workplace injury, illness or near miss, no matter how insignificant they seem.</li> <li>Abide by Telethon Kids Institute policies and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Responsibilities are embedded in work practices.</li> <li>Hazards are effectively managed or reported.</li> <li>Accidents and incidents are reported in a timely manner.</li> <li>All applicable safety policies and procedures are sought, understood and implemented.</li> </ul>

## ESSENTIAL CRITERIA

<b>Qualifications:</b> <i>(what are the minimum educational, technical or professional qualifications required to perform the role)</i>	<ul style="list-style-type: none"> <li>A tertiary qualification in a Health/Laboratory Science discipline</li> </ul>
<b>Essential Skills, Knowledge &amp; Experience:</b>	<ul style="list-style-type: none"> <li>Good communication skills</li> <li>Pragmatic in approach</li> <li>Experience in conducting research</li> <li>Experience in the use of FACS for research</li> <li>Demonstrated ability to use specialist software packages including BD FACSDiva and Flowjo</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrated ability to work and organise a busy core facility with tight deadlines</li> <li>• Excellent attention to detail and record keeping skills</li> <li>• Excellent planning, and organizational skills</li> <li>• Demonstrated ability to operate flow cytometry instruments (preferably Fortessa, X20)</li> <li>• Demonstrated ability to operate cell sorters; specifically must demonstrate unsupervised use of this equipment</li> <li>• Excellent analytical and troubleshooting skills, specifically with regard to cell sorting and imaging</li> <li>• Good level of computer literacy (MS Office suite etc)</li> </ul>
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<b>DIRECT REPORTS</b> <i>List by job title any positions to be supervised by this role</i>	None
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<b>Approved by:</b>	<i>Belinda Hales</i>
<b>Date approved:</b>	<i>2<sup>nd</sup> April 2019</i>
<b>Reviewed by P&amp;C:</b>	