POSITION DESCRIPTION

POSITION TITLE: Operational Officer
CLASSIFICATION: OO-2
DIVISION: Support
DEPARTMENT: Scientific Services
LOCATION: Herston

POSITION OBJECTIVES
The position of Operational Officer provides support services in cage cleaning and preparation areas within the Queensland Institute of Medical Research Animal Facility.

ORGANISATION CONTEXT
QIMR Berghofer is a statutory body under the QIMR Act (1945). The mission of QIMR Berghofer is to promote the wellbeing of humankind through medical research, to maintain within the State of Queensland an internationally recognised Centre for Medical Research, to develop that Centre as the primary focus of Medical Research within the State and to co-operate with, and where possible assist the work of other medical research establishments within the State and throughout the world.

QIMR Berghofer Support Division includes Human Resources, External Relations, Finance & Administration, Research Support & Governance and Scientific Services. The role of the Support Division is to provide support services to QIMR Berghofer research staff to enable them to effectively conduct research and development.

Scientific Services provides a diverse array of support services to researchers; including flow cytometry, microscopy, histotechnology, GMP production, animal facilities, veterinary, analytical facilities, sample processing, building services, scientific equipment management, cryogenics and stores.

REPORTING STRUCTURE
The position of Operational Officer reports directly to the Animal Facility Manager

PRIMARY RESPONSIBILITIES
- Ensure work practices comply with the requirements of the Work Health and Safety Act 2011, related legislative requirements and the Institute’s OH&S polices and procedures.
- Prepare food, water and bedding material for breeding and research animals to ensure animals are maintained in healthy condition within an enriched environment.
• Provide clean cages for animals including operation of steam autoclaves and cleaning equipment
• Dispose of waste materials in accordance with legislation and facility standard operating procedures
• Maintain accurate records of autoclave usage and quality control
• Perform general facility housekeeping tasks
• Ensure adequate supply of facility consumables

KEY SELECTION CRITERIA (Qualifications, Experience, Skills and Abilities)

Essential

• Proven and demonstrated abilities in aseptic techniques and sterilisation processes
• Proven ability to keep and maintain accurate records with high level of accuracy
• Proven ability to work well in a team and independently
• Capacity to meet deadlines and to follow tasks through to completion

Desirable

• Experience in laboratory animal husbandry in a scientific research environment
• Experience in laboratory sample testing and analysis
• Hold AQIS Quarantine Approved Premises Accredited Persons Qualification
• Basic computer knowledge including MS Office