

Position Description



HARRY PERKINS INSTITUTE
OF MEDICAL RESEARCH

| Position Description Overview | |
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| Position Title | Laboratory Support Officer |
| Position ID Code | FAC010 |
| Work Area, Division | Facilities Management, Operations |
| Reports To | Laboratory Services Manager |
| Direct Reports | Nil |
| Award | Miscellaneous Award |

| Proudly Perkins | |
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| Our Vision | A pioneering Western Australian medical research institute improving health outcomes globally. |
| Our Purpose | Helping people live healthier, longer lives. |
| Our Values | |
| Respect | Respect is at the core of our organisation. We treat everyone in our diverse community with honesty, integrity and respect. |
| Innovation | We are a talented group of like-minded individuals at the forefront of modern medical research, using our creativity and the latest technology in our relentless quest for medical breakthroughs. |
| Passion | We bring a passion and commitment to every aspect of our work. |
| Collaboration | We recognise the power of working closely with each other and our collaborators to achieve the outstanding results for which we strive. |

| Diversity and Inclusion Statement |
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| At the Perkins, we value, embrace, and celebrate the strength of our diverse experiences, thoughts, and beliefs. We are committed to a safe, equitable and inclusive culture where every person can innovate and thrive. This enables us to deliver pioneering research that improves global health outcomes. |

| Position Purpose |
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| The Laboratory Support Officer is responsible for the management and maintenance of sterilisation equipment, calibration, inspection and review, data analysis, annual servicing, provision of consumables and facilities support across Perkins and non-Perkins laboratories. This role may provide temporary assistance and support to various other areas of facilities management. |

| Position Outcomes and Key Goals |
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| <ol style="list-style-type: none"> 1. Enable researchers to be effective in their work by ensuring laboratories are well-supplied with relevant equipment and consumables. 2. Contribute to a safe and hygienic laboratory environment by managing sterilisation and waste processes in line with standard operating procedures (SOPs). |

| Position Title | Version | Date Approved | Responsible Manager | Responsible Executive | Approved |
|----------------------------|---------|---------------|-----------------------------|---------------------------------|----------------------|
| Laboratory Support Officer | 2 | 25/02/2025 | Laboratory Services Manager | Acting Chief Operations Officer | Chief People Officer |

Key Duties/Accountabilities

1. Undertake daily wash-up and sterilisation processes of glassware for laboratory and research purposes.
2. Monitor and maintain specialised equipment and provide related training and inductions to other staff as required. This includes the Autoclave, FM –80 freezers, liquid nitrogen tanks, and dishwashers within the wash-up laboratory.
3. Undertake facilities equipment calibration and additional maintenance for specialised equipment, including temperature-controlled equipment. This includes spore testing, annual servicing and verification, and maintaining relevant records.
4. Maintain and audit stocks levels of basic laboratory supplies for researchers, including dry ice, liaising with Facilities Management and suppliers.
5. Undertake frequent sterilisation and laundering of lab coats, additional PPE, and laboratory accessories.
6. Manage the safe disposal of waste and waste management control, including specialised equipment, biohazardous waste, polystyrene waste and obsolete equipment waste, ensuring waste is properly labelled, segregated and transported.
7. Maintain and control potential secondary containers and update/review these as required.
8. Assist with research stores deliveries, including quantity control, delivery notes, special requests, purchase order generation and product distribution, using available systems to input, update, review, monitor and process orders for building users.
9. Perform all aspects of laboratory procedures according to safety guidelines and ensure fellow laboratory users do the same, escalating/reporting issues of concern.
10. Other duties as required by supervisor/manager.

Selection Criteria – Qualifications, Licences, Skills, Knowledge, Experience

1. Demonstrated hands-on experience within laboratory safety and general knowledge of scientific terms, or an equivalent combination of education, training, and experience.
2. Sound attention to detail and ability to perform high quality of work with good organisational and time management skills.
3. Demonstrated ability to work collaboratively within a team and autonomously as required.
4. Demonstrated ability to effectively communicate with others with good interpersonal skills.
5. Good computer skills with sound knowledge of Office 365.
6. Familiarity with Workplace Health and Safety procedures related to pathogen work at level 2.
7. A positive, customer-focused, and continuous improvement approach to tasks and service delivery.
8. Ability to adhere to Standard Operating Procedures (SOPs), guidelines and other protocols.
9. Ability to work within a team environment that is flexible, adaptive, and collaborative in achieving goals and responding to changes, including being willing to work across roles and learn new skills if required.
10. Satisfactory National Police Certificate.

Special Requirements

1. This role may be required to provide ad-hoc cover for Perkins Stores
2. This role may be required to provide leave cover for the Laboratory Assistant.
3. The incumbent must be physically fit to stand for extended lengths of time, stack, bend, pack, move and lift small to large and heavy objects using safe manual handling techniques, as well as move freely around wash and workstations while wearing personal protective equipment.

Key Working Relationships

1. Laboratory Services Manager and Equipment Officer.
2. Facilities Management team; in particular, Stores, Facilities Receivals Officer, and Facility Manager.
3. Laboratory / Research staff.

Work Health and Safety

1. Take reasonable care for the health and safety of self and others. This includes taking appropriate actions to avoid, eliminate or minimise hazards.
2. Act honestly and report all incidents, hazards, and injuries immediately.
3. Comply with any reasonable instruction given, or policy or procedure administered, by Perkins that supports Perkins to provide a safe work environment.
4. Use equipment and materials as trained and required, and according to the manufacturer's instructions.
5. Actively promote a positive safety and health culture, demonstrating attention to physical, mental, emotional, cultural and psychological safety.

Professional Development

1. Accept responsibility for updating knowledge and skills related to professional practice.
2. Actively participate in performance feedback, reflecting on own performance and growth opportunities.
3. Contribute to the creation of development and performance goals.