



Position Description – Assistant Technologist –Chromatography

Position Details

Position Title: Assistant Technologist, Chromatography

College/Portfolio: STEM College **School/Group:** Technical Services, College Operations

Campus Location: Primarily based at the City campus, and the potential to work across other RMIT campuses as required.

Classification: HEW 6 **Time Fraction:** 1.0 FTE

Employment Type: Continuing

Reporting Line: Technical Coordinator – Analytical Chemistry

No. of Direct reports: 0

RMIT University

RMIT is a global university of technology, design and enterprise, committed to creating transformative experiences for students and making a meaningful impact through research, innovation, and engagement. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our campuses in Melbourne (City, Brunswick, Bundoora, and Point Cook) are complemented by international campuses in Vietnam and a centre in Barcelona, Spain. We proudly acknowledge the Woi Wurrung and Boon Wurrung peoples of the eastern Kulin Nation on whose unceded lands our campuses are located.

We are deeply committed to reconciliation and Indigenous self-determination, embedding these values throughout our policies, culture and structures.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

Why Join RMIT?

Our people are at the heart of everything we do. At RMIT, we value innovation, collaboration and impact. Our values are the heart (durrung) of who we are and what we stand for at RMIT. They guide what we do, how we make decisions, and how we treat each other.



Inclusion Imagination Integrity Courage Passion Impact

Learn more about our values: <https://www.rmit.edu.au/about/our-strategy/values>

Organisational Accountabilities

RMIT is committed to the safety, wellbeing and inclusion of all staff and students. As a staff member, you are expected to comply with all relevant legislation and RMIT policies, including those related to: Equal opportunity, Occupational health and safety, Privacy and trade practices & Child safety standards:

Appointees are responsible for completing all required training and ensuring that they and their team members remain up to date on relevant compliance obligations.

Staff are expected to understand and support RMIT's child safe practices as part of their professional responsibilities. More about our child safety commitment: <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Leadership at RMIT

At RMIT, leadership is not defined by position or hierarchy—it is a shared responsibility demonstrated by all staff, regardless of role or title. Leadership is grounded in our six core values, which guide and shape how we work together, make decisions, and create impact.

Effective leadership means consistently integrating these values into everyday actions and interactions, whether influencing a project outcome, supporting a colleague, or leading a team. All staff are expected to embody the principles of the *Be-Know-Do* Leadership Model:

Be – We are open and authentic, inclusive and empowering. We are purpose driven role models and communicators.

Know – We are self-aware, and understand our stakeholders, our sector and priorities.

Do – We set clear direction and expectations, we develop ourselves and others and promote mutual accountability to deliver results.

At every level, leadership at RMIT is about influence, contribution, and mindset. It is reflected in how we empower others, foster collaboration, and drive positive change through capability-building and alignment to strategic goals.

College/Portfolio/Group

The STEM College holds a leading position and expertise in the science, technology, engineering, mathematics, and health (STEM) fields. We are uniquely positioned to influence and partner with industry, as never before.

STEM College is a community of exceptional STEM researchers, teachers, inventors, designers and game-changers, supported by talented professional staff. We offer higher education programs across all STEM disciplines at the Bachelor, Master and PhD levels, and ensure our students experience an education that is work-aligned and life-changing.

The College is renowned for its exemplary research in many STEM areas including advanced manufacturing and design; computing technologies; health innovation and translational medicine; nano materials and devices; and sustainable systems. Our brilliant researchers attract funding from government and industry sources.

Industry is at the heart of what we do. It ensures our research has real world impact, and our students are truly work-ready. We have established new hubs of industry-connected digital innovation and endeavour and are engaging with global STEM organisations at scale.

Our diversity and shared values empower our work, and we are proud of the College's inclusive, caring culture. We offer a safe, dynamic work environment, and support every member of our community of achieve their potential. The College appointed Victoria's first ever Dean of STEM, Diversity & Inclusion in 2020, and this role drives gender equity, diversity and inclusion strategies across the College.

STEM College employs 1,000 staff who deliver onshore and offshore programs to approximately 20,000 students.

We are here to positively impact the world and create the next generation of STEM leaders.

Position Summary

The Assistant Technologist's primary responsibility is in the training of researchers in Chromatography use and sample preparation, ensuring safety and competence. Other responsibilities include developing and maintaining documentation, managing equipment maintenance, and providing training on other analytical techniques. Effective communication and collaboration with internal and external stakeholders are essential.

The role requires proficiency in gas chromatography sample preparation, and laboratory operations, along with strong problem-solving skills and adherence to health and safety legislation. The Assistant Technologist supports multidisciplinary research within STEM College, requiring adaptability and excellent interpersonal skills to train researchers from diverse backgrounds.

Key Accountabilities

Have oversight of more than one research laboratories.

Including:

- Provide high quality technical services to support laboratory and workspace users.
- Set up complex experiments as required to assist and support laboratory and workspace users.
- Assist the design, development and testing of complex experiments, systems and procedures.
- Have oversight of resource allocation and ensure efficiency and effectiveness of resource allocation.

Train researchers on basic use of chromatography, policies and processes relevant to users of required laboratories and workspaces.

- Under the instruction from the Technical Coordinator, and in collaboration with other technical staff, train users on how to obtain and operate chromatography instruments and interpret data outputs.
- This includes methodologies such as Flame Ionization Detection, Electron Capture Detection, Nitrogen/Phosphorus Detection and both Single/Triple Quadrupole Mass Spectroscopy
- Where required, organise and provide follow-up training and support for users to ensure laboratory user competency.

Provide training and support in Chromatography Sample Preparation Techniques

- Under the instruction from the Technical Coordinator, and collaboration with other Analytical Chemistry technical staff, train users on how to prepare specimens for chromatography.
- Methodology includes a selection of injection techniques, preparation of calibration standards, standard extraction techniques for pre-concentration/sample clean-up and use of various blanks/internal standards.

Communication and Collaboration

- Develop, implement and maintain documentation such as, but not limited to, SOP, SWI, Equipment RAs, chemical inventory, for assigned areas of responsibility.
- In conjunction with the Technical Coordinator, ensure that any changes to documentation is circulated to laboratory users and finalised changes communicated.
- Manage the repair and routine maintenance of the equipment as required.

Provide training to researchers on other analytical instrumentation/methodology within the Analytical Chemistry Team.

- Under the instruction of the Technical Coordinator, train users on other instrumentation located within the Analytical Chemistry team.
- Instrumentation including (but not limited to) Liquid Chromatography (with basic various detectors) and Inductively Coupled Plasma Mass Spectroscopy.

Key Selection Criteria

1. Demonstrated experience and understanding of the operation, maintenance, and training of users on chromatography techniques, with an emphasis on gas chromatography
2. Demonstrated experience, and general understanding of a range of samples preparation techniques for chromatography
3. Significant, general, laboratory operations and maintenance experience, preferably within an analytical instrumentation lab.
4. Effective oral, written scientific communication and good interpersonal skills with the ability to work effectively in cross-functional teams and with a diverse range of people from various backgrounds.
5. Understanding of, and experience, in applying knowledge of Health, Safety and Wellbeing legislation in a laboratory environment, ensuring laboratory user compliance.
6. Demonstrated initiative and problem-solving skills, highly organised, and the ability to work both autonomously and in a team.

Qualifications

Tertiary qualifications of a degree or higher in Science and at least 2 years of subsequent relevant experience in similar analytical chemistry laboratories.

Working with Children Check

Appointment to this position is subject to holding a valid Victorian Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.