Position Description – Technical Officer Cell Culture

Position Details

Position Title: Technical Officer-Cell Culture

College/Portfolio: **STEM College** **School/Group: STEM College Office**

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

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

Employment Type: Continuing

Reporting Line: Technical Coordinator

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 Office Professional staff provide exceptional and efficient support to the College.
The Learning, Teaching and Quality teams support:

- Quality Enhancement
- Learning and Teaching support

The Professional shared services Group delivers service to all four Schools across five distinct functions:

- Student Lifecycle
- Planning & Operations
- Technical Services
- Program & Governance
- WIL & Engagement

Relevant digital solutions – such as Workday – are used by the five teams to streamline processes and drive operational efficiencies. The Group's end-to-end professional support ensures a consistent approach to the operational and strategic functioning of the College and adherence to University policies and procedures.

The STEM College Office professional staff are instrumental in providing students with a transformative and enriched learning experience, and in supporting our research and engagement administration activities. Centralised in the STEM College Office, at our City and Bundoora campuses, professional staff

members have opportunities to cross-skill, engage in professional development and develop their own career paths.

Position Summary

Under general guidance of the Technical Coordinator, the Technical Officer will be responsible for overseeing and maintaining the day-to-day operational functions of laboratories and workspaces while providing expert support to teaching and research activities within STEM laboratories and workspaces.

The successful incumbent will provide expert advice to users of the spaces and ensure designated areas are operating effectively and safely in compliance with legislative requirements and RMIT policies and procedures.

The incumbent may be required to coordinate operations in one or more spaces.

Key Accountabilities

- Oversee and maintain the day-to-day operations and preparation of the Microbiology, Cell Biology and Cell Culture laboratories and other STEM laboratories and workspaces, including sterilisation (autoclaving), media preparation, equipment, facilities and laboratory workflows. Apply a sound understanding of applicable biosecurity requirements and ensure autoclave sterilisation documentation and records are accurately completed, maintained and managed in accordance with relevant policies, procedures and regulatory requirements.

- Conduct environmental monitoring within the microbiology/cell biology laboratory, and maintain bacterial cultures, reference strains and microbiological specimens (including isolation, identification, characterisation, interpretation and reporting), in accordance with relevant compliance requirements, Australian standards, biosafety standards and procedures.

- Maintain mammalian and primary cell cultures, including PC1 and PC2 cell lines, using high standards of aseptic technique to ensure culture integrity, quality, safety and reproducibility. Perform routine culture activities (expansion, passaging, freezing, recovery and cryopreserved stock maintenance), determine and oversee the preparation of appropriate culture media and conditions in line with ATCC recommendations, and maintain accurate cell line records, including identity, passage history, culture status and cryopreserved stock information.

- Propagate, maintain and store viral stocks in cell culture in accordance with relevant biosafety requirements (PC2 or above, as applicable), using high standards of aseptic technique and containment practices to ensure culture integrity, safety and reproducibility.

- Perform virology procedures, including titration, infectivity assays and detection or identification of viruses, interpret and report results in accordance with Australian standards and procedures, and maintain accurate records of viral stocks, passage history, host cell lines and storage locations.

- Provide, support and oversee specialist technical advice across microbiology, cell biology and cell culture laboratories and workspaces, including operational activities, laboratory capabilities, planning, infrastructure requirements, practical classes, and the adoption of new technologies

and methods to enhance teaching, learning and laboratory capability across new and existing courses.

- Deliver and maintain laboratory inductions, skills-based training and associated record-keeping to ensure users are safe before accessing the lab, and contribute to the investigation and resolution of laboratory quality issues, contamination events and non-conformances.

- Oversee the safe handling, storage, transport and disposal of biological materials, including cell cultures, cell lines and other human-derived materials, in accordance with biosafety and workplace health and safety requirements.

- Develop, maintain and implement required documentation, including but not limited to SOPs, SWIs, equipment risk assessments, registers and inventories (chemical, biological, human pathology, cell lines, cultures and diagnostic activities), training materials, procedures, processes and safety compliance records, ensuring they are available to users of the laboratories or workspaces to support continuous improvement and quality assurance.

- Oversee and maintain the receival and processing of incoming laboratory goods, including chemicals, biologicals and temperature-sensitive materials, ensuring appropriate documentation, cold chain custody requirements and storage conditions are maintained from delivery through to final storage or distribution.

- Maintain chain-of-custody processes to ensure all items, evidence and records are accurately tracked, securely managed and fully traceable throughout their lifecycle.

- Ensure consumable levels are well maintained and provide prompt support to stakeholders in ordering or obtaining required materials for activities within these spaces.

- Ensure equipment and laboratories/workspaces are maintained in accordance with all OH&S and other legislative requirements, industry standards and RMIT policies, and kept in a clean, working and ready-for-operation state in a timely manner. Where areas are non-compliant or require improvement, develop, implement, control and monitor remediation plans.

- Ensure laboratories and workspaces are in a safe, clean, well-maintained and operational state at all times.

- Assist with planning for the acquisition, installation and commissioning of complex equipment and physical and/or digital resources and maintain and develop accurate documentation.

- Demonstrate a commitment to RMIT's values by reading, understanding and complying with the RMIT Code of Conduct and acting in accordance with the Workplace Behaviour Standard in all workplace interactions and activities.

- Perform other duties as directed by the Technical Coordinator, Senior Technical Manager, or Director, STEM Facilities & Technical Services within the scope of this classification.

- Assist other teams across the portfolio and College as required within the scope of this classification.

Key Selection Criteria

Essential:

- Tertiary qualification in cell biology, biological sciences, biomedical science or a related discipline, together with extensive relevant laboratory experience, or an equivalent combination of qualifications, training and experience.
- Demonstrated knowledge and experience in cell culture, and or virology
- Demonstrated technical proficiency in cell culture techniques, including aseptic technique, mammalian cell culture, passaging, cryopreservation, cell counting and viability assessment, and cell line authentication and contamination screening (for example, mycoplasma testing).
- Proven ability to design, set up and troubleshoot complex laboratory equipment and experiments (such as biosafety cabinets, CO2 incubators and cell counters) with a high degree of autonomy and sound judgement.
- Sound understanding of laboratory health and safety, biosafety and risk management requirements, with a demonstrated commitment to safe work practices
- Sound understanding of laboratory health and safety, biosafety and risk management requirements, including the safe handling of human-derived cells and materials, with a demonstrated commitment to safe work practices.
- Demonstrated understanding of laboratory quality management systems, including the requirements associated with ISO standards, with the ability to apply quality and documentation requirements in daily work.

- Experience in cell culture laboratory quality assurance and quality control processes, including laboratory documentation, record keeping, method validation and compliance with relevant standards and procedures.
- Experience with the preparation, maintenance and quality control of cell culture media, reagents, cell lines and reference materials, including appropriate storage, cryopreservation, traceability and disposal practices.
- Well-developed interpersonal and communication skills, with a demonstrated ability to support and collaborate with stakeholders.
- Experience implementing or supporting new cell culture techniques, technologies, equipment or laboratory methods to improve teaching, research or laboratory capability.

Desirable:

- Experience working as a technical officer in a related field or in a comparable technical laboratory role within a university, research, or teaching laboratory environment.
- Experience supporting undergraduate teaching laboratories, practical classes and laboratory-based learning activities in microbiology or related disciplines.
- Current First Aid, Biosafety, or other relevant laboratory safety certification, or willingness to obtain.
- Demonstrated experience working collaboratively with academic staff, technical teams, researchers, students and other professional stakeholders to support laboratory teaching and research activities
- Demonstrated knowledge and experience in microbiology.

Qualifications

Degree or higher qualifications in Microbiology/Cell Culture/Biological Sciences/Biomedical Science or a related discipline and/or relevant experience.

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.