Position Description – Technical Officer Microbiology

Position Details

Position Title: Technical Officer-Microbiology

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: 5 **Time Fraction:**1.0

Employment Type: Continuing

Fixed Term Reason: **Choose an item.**

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

The Technical Officer will report to the Technical Coordinator and will be responsible for providing technical service and advice to support the functions and users of the designated laboratories and workspaces.

The role will also be responsible for maintaining and demonstrating the operation of laboratory equipment and instruments while also providing technical support to staff and students.
Under the guidance of the Technical Coordinator, the incumbent will be expected to ensure timely maintenance of the laboratories/workshops and support the adoption and implementation of OHS standards, ensuring delivery of client-centric, professional service.

Key Accountabilities

- Under general direction from the Technical Coordinator, maintain and coordinate the day-to-day operational activities and functions within the Microbiology and Cell Biology laboratories and as required in other STEM laboratories and workspaces including sterilisation (autoclaving), media preparation, equipment, facilities, and laboratory workflows.

- Under general direction from the Technical Coordinator, assist in the maintenance of bacterial cultures, reference strains and microbiological specimens, including isolation, identification, characterisation, interpretation and reporting, in accordance with Australian standards and procedures.

- Under general direction from the Technical Coordinator, perform environmental monitoring activities within the microbiology/cell laboratory in accordance with relevant compliance requirements.

- Under direction of the Technical Coordinator, assist in the chain-of-custody processes to ensure all items, evidence, and records are accurately tracked, securely managed, and fully traceable throughout their lifecycle.

- Under direction of the Technical Coordinator, assist in maintaining accurate laboratory records, databases, and inventory systems relating to, but not limited to, cultures, reagents, consumables, diagnostic activities, human pathology etc.

- Under direction of the Technical Coordinator, develop, maintain, and implement required documentation such as but not limited to SOPs, SWIs, technical training material, equipment RAs, chemical registers, etc., ensuring they are available to users of the laboratories or workspaces.

- Demonstrate the use of equipment, instruments, or tools as required, provide advice, training, and induction for relevant spaces and equipment.

- Provide technical assistance and agile day-to-day general advice, training to space users on but not limited to purchasing, equipment/instruments, and appropriate laboratory practices and processes in a timely, client-centric manner. This includes the provision of inductions for all users of the workspaces and accurately documenting these events.

- Work with the Technical Coordinator to ensure all infrastructure (i.e., equipment, instruments, tools, digital components) within the laboratory or workspaces are bookable, well maintained, regularly serviced, and documented as part of a maintenance schedule and preventative maintenance plan.

- Work with the Technical Coordinator to understand academic requirements ahead of time, ensuring materials and equipment are acquired/prepared and set up for practical or other academic activities in a timely and agile way.

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

- Contribute to, implement, and work in accordance with safe work, OHS processes, and policies, including review of risk assessments in designated areas, ensuring operating procedures, activities, and working environments for all users to comply with OH&S and any relevant legislation, standards and RMIT policies and procedures.

- Proactively work to ensure laboratories and workspaces are in a clean, safe, well-maintained, and operational state at all times.

- Under general direction from the Technical Coordinator, assist with planning for the acquisition, installation, and commissioning of complex equipment and physical and/or digital resources 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.

- 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 microbiology, biological sciences or a related discipline, together with extensive relevant laboratory experience, or an equivalent combination of qualifications, training and experience.
- Demonstrated knowledge and experience in Microbiology. Experience in a teaching laboratory setting would be preferred.
- Demonstrated technical proficiency in microbiological techniques, including aseptic technique, culturing, staining and microbial identification methods.
- Demonstrated experience operating and maintaining laboratory/workspace-based instruments/equipment relevant to the Microbiology and Cell Biology/cell culturing laboratories and generating appropriate operating documentation.
- Demonstrated understanding of current OH&S legislation with knowledge of other field or industry regulations or standards related to the field within the scope of the service area.
- Well-developed interpersonal and communication skills, with a demonstrated ability to support and collaborate with stakeholders.

Desirable:

- Experience working as a technical microbiologist or in a comparable technical laboratory role within a university, research/teaching or diagnostic 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

Qualifications

Tertiary qualifications in Microbiology/Cell Culture/Biological Sciences 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.