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: 6 **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

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 and maintain environmental monitoring activities within the microbiology/cell biology laboratory and maintain but not limited to and monitor bacterial cultures, reference strains, microbiological specimens, human pathology specimens, including isolation, identification, characterisation, interpretation and reporting, in accordance with relevant compliance requirements, Australian standards and procedures.

- Provide, support, and oversee specialist technical advice across microbiology/cell biology 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 lab inductions, record-keeping, and skills-based training so users are safe before accessing the lab.

- Maintain accurate laboratory records, databases, and inventory systems relating to, but not limited to, cultures, reagents, consumables, diagnostic activities, human pathology etc.

- In consultation with the coordinator, identify and implement quality/service improvements and processes documentation in line with NATA/ISO accreditation standards

- 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 such as, but not limited to SOPs, SWIs, Equipment RAs, Chemical/Biological Registers/Inventories, training material, procedures, processes, safety compliance etc., 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 or other legislative requirements, industry standards, and RMIT policies, maintaining them 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/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 technical proficiency in microbiological techniques, including aseptic technique, culturing, staining and microbial identification methods.
- Proven ability to design, set up, and troubleshoot complex laboratory equipment and experiments 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.
- Demonstrated understanding of laboratory quality management systems, including the requirements associated with NATA-accredited laboratories and relevant ISO standards, with the ability to apply quality and documentation,
- Experience in microbiology 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 microbiological media, cultures and reference materials, including appropriate storage, preservation, 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 microbiological techniques, technologies, equipment or laboratory methods to improve teaching, research or laboratory capability.

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

Degree or higher qualifications in Microbiology or a related discipline and 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.