Position No: PN625

POSITION DESCRIPTION	
Position Title:	**Technical Officer**
Group:	Operations and Infrastructure – Laboratory Services
Primary Location:	Townsville, Queensland
Direct Supervisor:	Laboratory Manager
Position Classification:	AIMS AOF Level 3
Functional Area:	Technical Services
Position Summary:	This position will: supply, maintain, identify, and provide cultures of microalgae, *Symbiodinium* spp., specifically symbiotic algae from different genetic background to AIMS and external clients; initiate and facilitate research projects and support science research activities; and take the lead in the advancement and ongoing management of an algal culture facility at AIMS. The position will contribute 0.5 FTE to the Paul G Allen Family Foundation (PGA) funded project "Building a Biological Toolkit to Mitigate Ocean Acidification Impacts and Restore Coral Reefs", focusing on research in the area of experimental evolution of *Symbiodinium*.
Position Responsibilities:	Assist in the collection of organisms from the field. Develop and adapt techniques to culture symbiotic algae. Isolate symbiotic microalgae from corals and other organism using microscopic techniques and establish viable cultures from those isolates. Genotype the symbionts using the most appropriate techniques. Assist in the advancement of the AIMS Photosynthetic Symbiont Culture Facility (PSCF). Manage the daily operation of the PSCF and develop standard operating procedures and maintenance schedules for the laboratory equipment. Act as a contact person for any enquiries and contribute timely, high quality symbionts analysis and technical advice for clients of the PSCF. Train and supervise staff/visitors in the safe use and protocols associated with the PSCF.

	Conduct experiments for the PGA product in consultation with Dr Madeleine van Oppen (PGA project leader). Provide regular written reports on PGA experimental progress to van Oppen. Maintain effective communication with Research Team, Clients, and Team Leaders. Liaise with clients and assess needs and take responsibility for client requirements within scope of duties as allocated. Present work results as part of task reports, research team meetings and contribute to peer reviewed publications. Comply with AIMS' workplace safety policies and procedures to ensure a safe workplace. Comply with AIMS' Intellectual Property policies and procedures to ensure AIMS' intellectual assets are captured, managed and protected. Comply with AIMS' Code of Conduct ensuring the standards of conduct required of an AIMS staff member are upheld. Communicate in line with the AIMS' 'Way We Will Work' Principles and uphold these values when dealing with others.
Key Responsibilities and Performance Standards	
Science Outputs:	***Milestones:*** Ensure the proper operation and maintenance of the facility, including successful culturing of symbionts and completion of specific experiments as outlined within the Research Plan. ***Laboratory/Field Work:*** Carry out all work in a rigorous manner, fully documenting all activities with due regard to proper laboratory book management/sign off procedures. ***Publications:*** Author and co-author scientific papers for international refereed scientific journals. Contribute to reports to clients or stakeholders. ***Presentations:*** Present work progress and new relevant techniques at workshops and research team meetings. ***Participation:*** in seminars and conferences as required. ***Intellectual Assets:*** Identify emerging intellectual property resulting from AIMS' research and initiate appropriate actions to protect AIMS' IP Assets. ***Reports:*** Assist in the writing of reports to meet contractual deadlines. ***Clients:*** Ensure client satisfaction with reports and results of

	research.
Occupational Health & Safety:	Identify workplace hazards and with your supervisor's guidance take corrective action. Develop risk assessments and standard operating procedures in the work area. Immediately report any work-related accident, injury or near accident to your direct supervisor.
Financial responsibilities and accountabilities:	Contribute to positional budget requirements. Manage AIMS' funds in a responsible manner and within delegation. Comply with AIMS' Fraud Prevention Plan ensuring the standards of conduct and ethical behaviour required of an AIMS staff member are upheld and that suspected fraudulent activity is prevented and/or reported.
Intellectual Assets & Property:	Ensure compliance with AIMS' Intellectual Property policies procedures and guidelines to ensure AIMS' intellectual assets are appropriately protected and managed.
Delegations:	Financial: $2,500. Performance Management: Actively engage in the development and ongoing contributions of your own Annual Performance Appraisal (APA), ensuring that objectives are aligned with the overall strategic and work objectives and that performance against these objectives is satisfactory.
Team work/supervisory:	Direct Reports: 0 To work as a member of a multi-disciplinary team that values diversity while ensuring the achievement of AIMS' goals and objectives.
External Customer, Partner Collaborator and Stakeholder Requirements:	Liaise with external parties as required, regarding instrumentation equipment and accessories. Contribute to the fulfilment of external contracts and where applicable ensure all parties are well informed regarding project/s and research activities.
Internal Organisational relationships:	**Supervisor:** Liaise with and contribute information to reports on progression and achievement of milestones. Liaise with supervisor on all aspects of the work area and with PGA project leader about the PGA experiments. Provide feedback for development purposes and provide support and direction for continuous improvement. Maintain a close working relationship with, and provide a high

	level of service to, all internal clients. Liaise with collaborators to meet objectives. **AIMS Staff:** Develop positive work relationships with other science and service staff.
Innovation, problem solving & continuous improvement responsibilities:	Improve and develop algal isolation and culturing systems. Adapt the culturing methods to larger volume cultures. Ensure the ongoing viability of all symbiont cultures over extended periods.
Planning responsibilities:	Plan work activities to ensure the achievement of timelines. Contribute positional requirements to operational planning. Oversee identification of technology needs and subsequent acquisition. Identify skills gaps and training needs.
Communication responsibilities:	Communicate with team members and clients to gain an understanding of their needs. Interact with other team members to facilitate the achievement of group goals.
Skills and Knowledge	
Essential Skills and Knowledge:	Knowledge and skills in several of the following areas: algal culturing methods, molecular biology, algal physiology, algal biology, algal taxonomy, marine biology, photobiology, biochemistry. Demonstrated skills in aseptic techniques, microalgal cultivation and media preparation. Personal initiative, adaptability and the ability to work to tight deadlines. Ability to work in an interdisciplinary team environment. Sound oral and written communication skills with proven ability to present scientific information both orally and in writing. Good laboratory practice skills. Strong commitment to, and sound knowledge of, principles and practices of workplace health and safety and workforce diversity.
Qualifications and Experience	
Essential Qualifications and Experience:	Master Science (or equivalent experience) in aquatic biology or other relevant discipline. Demonstrated experience in microscopy. Demonstrated experience in classical or molecular taxonomy of microalgae.

Desirable Qualifications and Experience:	Demonstrated experience in photophysiology techniques (e.g. PAM fluorometry, respirometry). Demonstrated experience in developing or adapting laboratory techniques through relatively independent research, to meet experimental objectives. Experience in managing laboratory facilities. Willingness and ability to participate in after-hours work and fieldwork. Demonstrated experience in statistical analysis of experimental data.
Technology and Equipment Used:	Algal culturing equipment, microscopes, thermal cyclers, agarose gel equipment, personal computer, flow cytometer, centrifuges
Other Special Requirements:	Driver's Licence.

Delegate Acceptance Signature:	
Date:	

SELECTION CRITERIA

Essential

- Master Science (or equivalent experience) in aquatic biology or a relevant discipline.
- Demonstrated knowledge of and experience undertaking: algal culturing methods, algal physiology, algal biology, algal taxonomy (classical or molecular), marine biology, photobiology, and biochemistry.
- Demonstrated experience in microscopy.
- Demonstrated ability to implement and follow safe laboratory practices.

Desirable

- Demonstrated experience in photophysiology techniques (e.g. PAM fluorometry, respirometry) and coral husbandry.
- Knowledge of evolutionary biology.
- Willingness and ability to participate in after-hours work and fieldwork as required.
- Demonstrated experience in statistical analysis of experimental data.