



Australian Government



AUSTRALIAN INSTITUTE  
OF MARINE SCIENCE

MOLECULAR ECOLOGY LABORATORY  
TECHNICIAN

SEASCAPE HEALTH & RESILIENCE TEAM

CANDIDATE INFORMATION PACK



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**AIMS was awarded Athena Swan Bronze status in 2020 by the Science in Australia Gender Equity (SAGE) program. This award recognises AIMS' commitment to improving gender equity, diversity and inclusion in STEMM disciplines.**

***The Australian Institute of Marine Science acknowledges the Traditional Owners of the land and sea on which we work. We recognise the unique relationships and enduring cultural and spiritual connection that Aboriginal and Torres Strait Islander people have to land and sea, and pay our respects to Elders past, present and future.***

# ABOUT AIMS

The Australian Institute of Marine Science is a corporate Commonwealth entity established under the [Australian Institute of Marine Science Act 1972](#) (AIMS Act). As Australia's tropical marine research agency, it is [our mission](#) to provide the research and knowledge of Australia's tropical marine estate required to support growth in its sustainable use, effective environmental management and protection of its unique ecosystems.

To accomplish [our mission](#), AIMS delivers independent science to help realise three key long-term impacts for the nation:

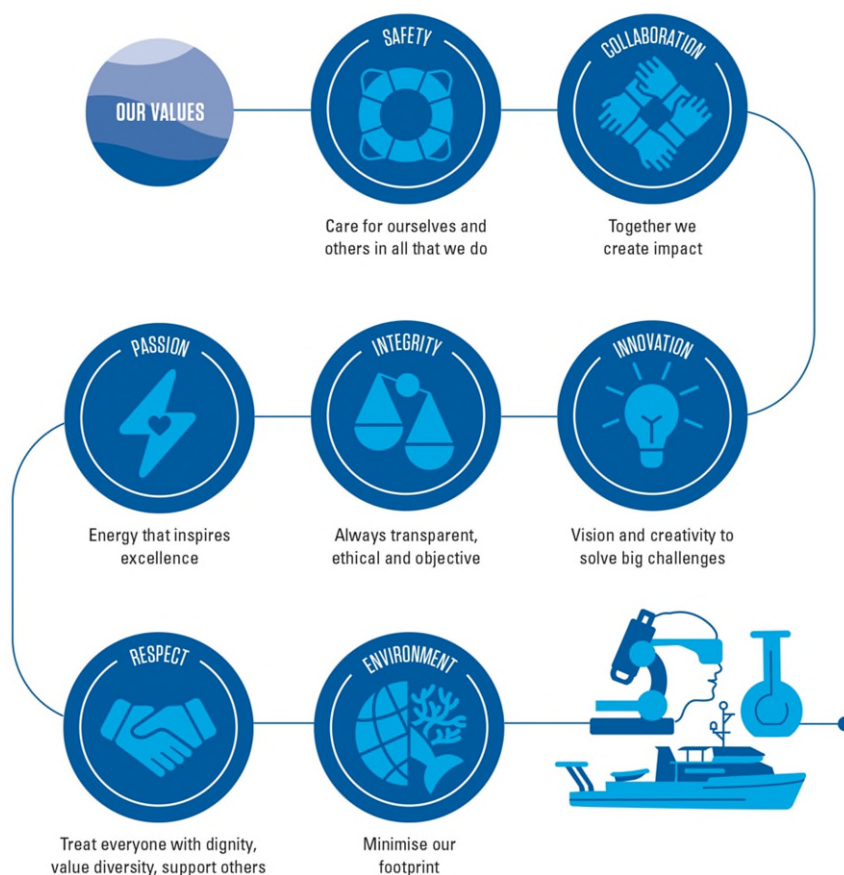
- Improve the health and resilience of marine and coastal ecosystems across northern Australia.
- Create economic, social and environmental net benefits for marine industries and coastal communities.
- Protect coral reefs and other tropical marine environments from the effects of climate change.

Our research is focused on the priorities of Traditional Owners and our stakeholders, including Commonwealth, state and territory governments, and industry. Our research continues to:

- Underpin Australia's environmental management of the Great Barrier Reef (GBR) to ensure that this World Heritage Area remains healthy and resilient.
- Support the sustainable development of coastal industries and ports across northern Australia.
- Provide the environmental baselines and condition and risk assessments required for current and future resource and industrial developments in Northern Australia.

At AIMS, [the way we work](#) guides our team members' on their collective journey towards the successful delivery of our [AIMS Strategy 2030](#) targets.

## THE WAY WE WORK



# ABOUT SUSTAINABLE USE OF NW MARINE ECOSYSTEMS PROGRAM'S SEASCAPE HEALTH AND RESILIENCE TEAM

**Seascape Health & Resilience** are a multi-disciplinary team of researchers working to solve the complex challenges facing tropical marine ecosystems of the Anthropocene. Natural climate cycles and disturbance events are intersecting with local pressures and the increasingly severe impacts of climate change to drive major changes in our seascapes. These changes are not uniform over space or time, and manifest in different ways within the various benthic communities that underpin tropical marine biodiversity, productivity and other key ecosystem functions.

To meet this challenge, our seascape team have the capacity to survey, measure and model a broad spectrum of habitat types in tropical seascapes from shallow-water communities down to mesophotic and deep-sea environments. Moreover, our team unites a diverse set of skills in marine biology and ecology, multi-scale mapping via in-field and remote-sensing, statistical analysis and spatial modelling, computer engineering and data science. Through this breadth and depth of innovative science capability, we are building a new capacity to measure, model and understand the drivers and connectors that affect the health and resilience of our tropical seascapes.

An overarching team goal is to encourage a broad, spatially explicit seascape perspective to tropical marine conservation, adaptation and restoration. The team are working to directly address the threat of climate change via nature-based solutions for emissions reduction that include blue carbon, and net-zero seascape restoration programs that encompass a portfolio of corals, seagrass, and seaweeds in their measures of success.



# ABOUT OUR MOLECULAR ECOLOGY LABORATORY TECHNICIAN POSITION

## About this opportunity

We are seeking an experienced Laboratory Technician to join our Seascape Health and Resilience team, whose research is focused on working to solve the complex challenges facing tropical marine ecosystems of the Anthropocene. The Molecular Ecology Laboratory Technician role will provide valuable laboratory support for projects centred around eDNA metabarcoding, population and conservation genetics, and other closely related fields. In this role, you will work across a variety of projects and taxa and develop tailored protocols and pipelines for key organisms of interest. Key responsibilities include routine DNA extraction, PCR, gel electrophoresis, and demonstrating proficiency in routine laboratory protocols and practices, specifically in the areas of DNA metabarcoding, RNA sequencing, and shotgun whole genome sequencing.

In this role you will be responsible for routine DNA extraction, PCR, gel electrophoresis, and demonstrating proficiency in routine laboratory protocols and practices, RNA sequencing, and shotgun whole genome sequencing.

## About you

Our ideal candidate is highly motivated and enjoys working in molecular laboratory environments. You will have experience with routine laboratory protocols and techniques, along with basic bioinformatic protocols used to analyse high-throughput sequence data. Your professional experience will be supported by a minimum of a bachelor's degree in a relevant field.

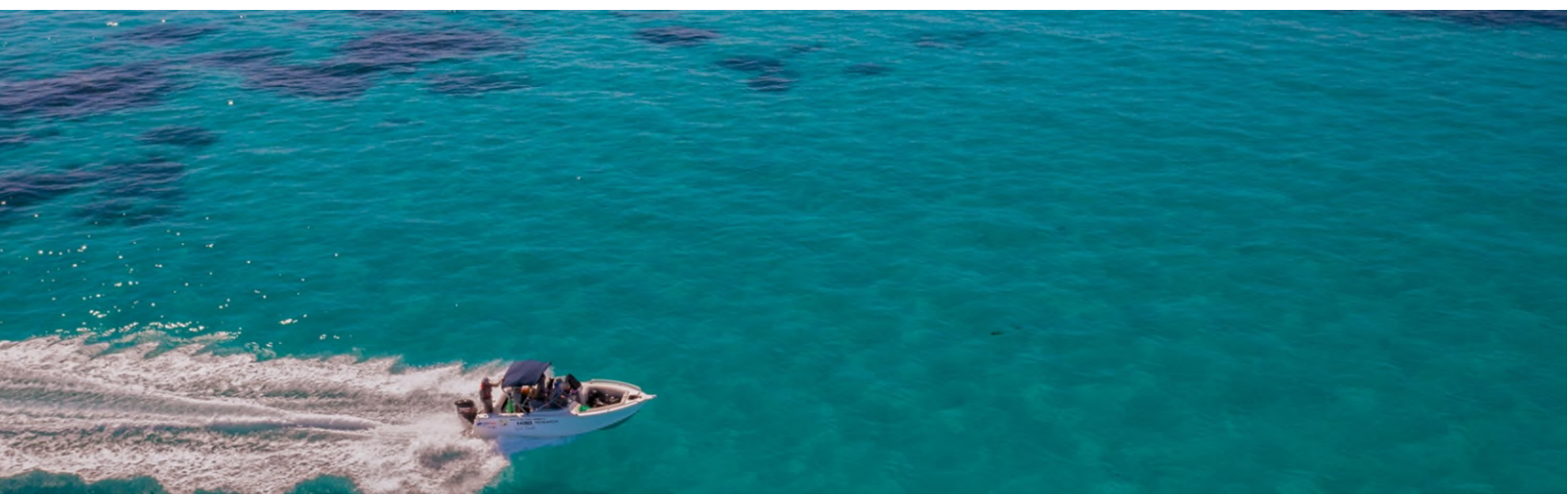
You will have a strong focus on safety and will apply health, safety and environment policies and procedures daily. Experience working with environmental DNA as well as with corals and/or seaweeds is highly desired.

*NB: Non-Australian Citizens must hold an appropriate Visa with working entitlements that allows paid employment with AIMS for the term of the appointment, depending on the [Department of Home Affairs](#) current policies.*

If, after reviewing the position description (refer pages 8 - 11), you believe that your qualifications, experience and professional capabilities will enable you to successfully deliver the position responsibilities, we would be very interested in hearing from you.

**Apply now** and join a world leading organisation with attractive working conditions which are detailed in our [Enterprise Agreement](#). The successful candidate for this exciting opportunity will be rewarded with:

- AIMS AOF Level 3 salary (\$70,822 to \$79,801 per annum) plus 15.4% superannuation
- Full-time, 2-year Fixed Term opportunity
- Located in Perth, Western Australia
- 9-day fortnight
- Flexible Work Arrangements considered (including tele-working where possible)
- Generous leave provisions
- Optional Fitness Passport



# HOW TO APPLY & KEY SELECTION CRITERIA

## HOW TO APPLY

Your application submission for this opportunity should include the following documentation:

- Current Resume (including the contact details detail of two current referees);
- A one-page document identifying your suitability and experience relevant to the role, with consideration of the position selection criteria (refer below)

**Shortlisted applicants** may be asked to complete a Personal Outlook Analysis Questionnaire using the Birkman Method.

**How to apply:** Please submit your application via our [website](https://aims.gov.au) (aims.gov.au).

Further information on the application process and tips visit our [Recruitment Application Guide](#).

**Recruitment contact:** Position enquiries can be directed to Luke Thomas, Research Scientist with the Seascape Health and Resilience team at [l.thomas@aims.gov.au](mailto:l.thomas@aims.gov.au). *Applications must be made through our website per above.*

**Closing date:** WEDNESDAY, 03 APRIL 2024 (midnight, AEST).

**NB:** Applicant survey: All applicants will be invited to complete a voluntary survey after the vacancy closing date. Your responses to this survey do not form part of your application for this position. Further information about the purpose of this survey will be provided to you in the invitation.

## KEY SELECTION CRITERIA

### Essential

- Bachelor's degree in relevant field.
- Demonstrated experience with genetic and molecular laboratory protocols and pipelines
- Experience in sequence alignment, editing, and basic bioinformatic protocols
- Adherence to health, safety & environment policies and procedures

### Desirable

- Experience working with environmental DNA as well as with corals and/or seaweeds
- Next generation sequencing data and analyses
- Metabarcoding and WGS library preparation

# POSITION DESCRIPTION:

## MOLECULAR ECOLOGY LABORATORY TECHNICIAN

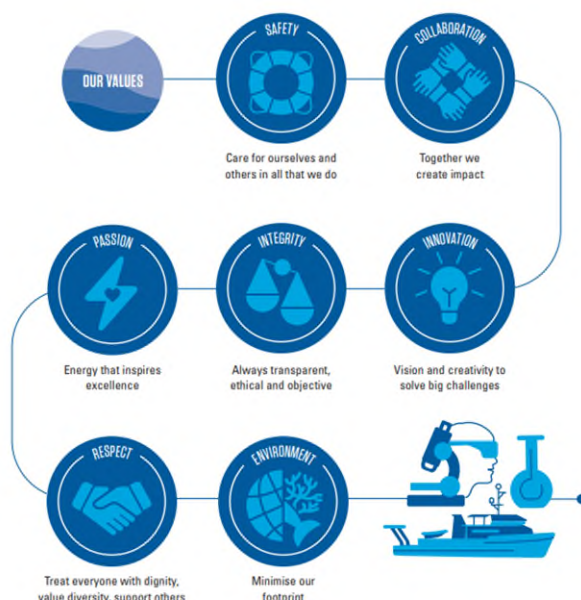
Position Description			
Position Title:	Molecular Ecology Laboratory Technician		
Position Number:	21866		
Organisational Unit Name and Number:	Seascape Health and Resilience Team (7302)	Program:	Sustainable Use of NW Marine Ecosystems (P3)
Salary cost centre:	7302		
Primary Location:	Perth		
Agreement:	AIMS Enterprise Agreement 2020 – 2023 (and any subsequent agreement)		
Position Classification:	AOF Level 3	FTE Status:	Full-time (1.0 FTE)
First Level Supervisor:	Research Fellow - Marine Molecular Ecology (21395)		
Positions under Direct Supervision:	Nil		
Functional Area:	Science		

### AIMS Strategy 2030

#### Our Mission

To provide the research and knowledge of Australia's tropical marine estate required to support growth in its sustainable use, effective environmental management, and protection of its unique ecosystems.

#### The Way We Work



Position Summary:	The Molecular Ecology Laboratory Technician will play a crucial role in supporting molecular ecological research in Program 3. The role will provide valuable laboratory support for projects centred around eDNA metabarcoding, population and conservation genetics, and other closely related fields. The technician will work across a variety of projects and taxa, working to develop tailored protocols and pipelines for key organisms of interest. Key responsibilities include routine DNA extraction, PCR, gel electrophoresis, and demonstrating proficiency in routine laboratory protocols and practices, specifically in the areas of DNA metabarcoding, RNA sequencing, and shotgun whole genome sequencing.
Position Responsibilities:	<ul style="list-style-type: none"> <li>Working in collaboration with AIMS Scientists, this position will: <ul style="list-style-type: none"> <li>Carry out routine laboratory protocols and pipelines.</li> </ul> </li> </ul>

## POSITION DESCRIPTION - CONTINUED

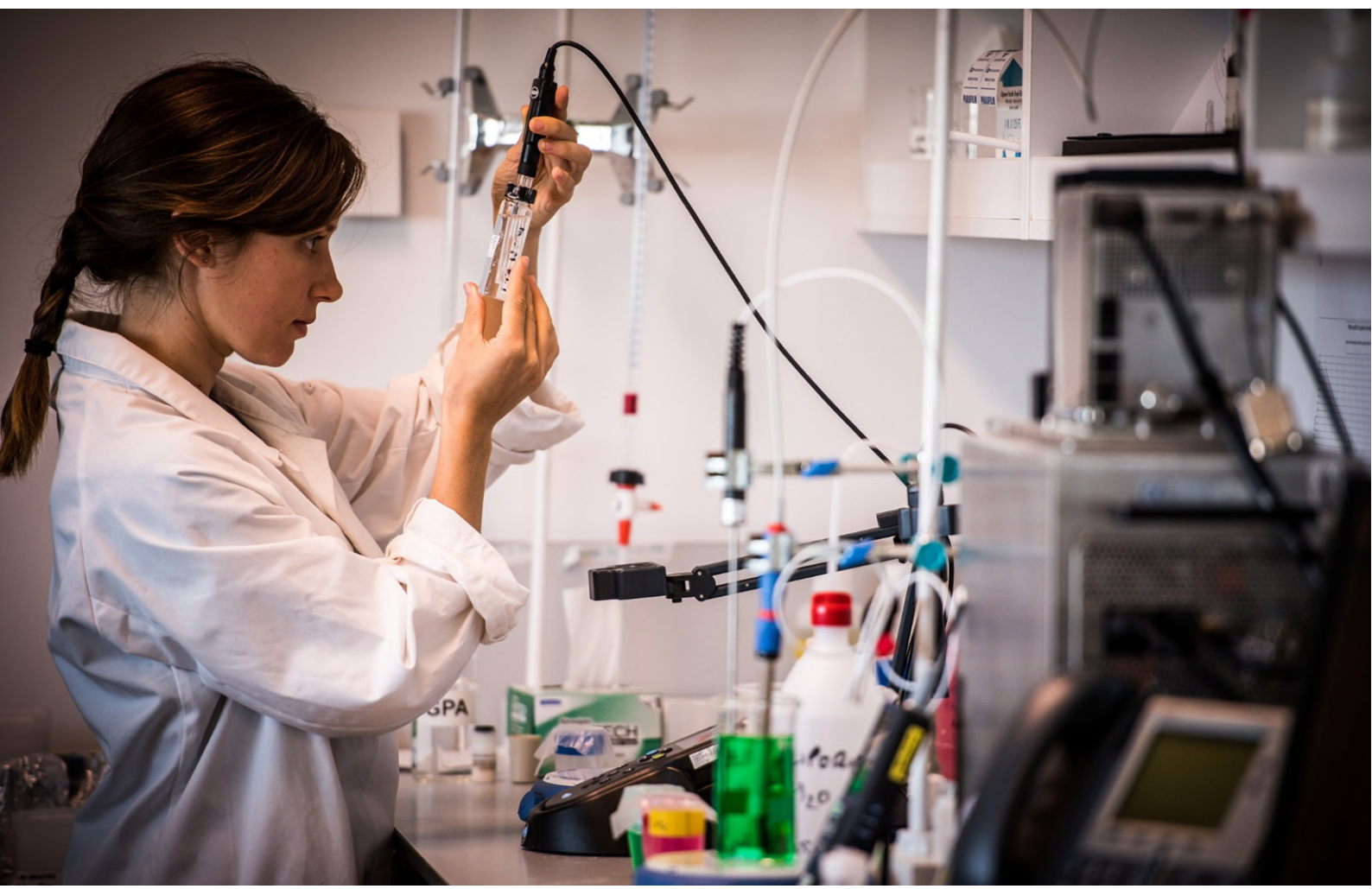
	<ul style="list-style-type: none"> <li>o Develop and tailor protocols to suit specific taxa of interest.</li> <li>o Assist with sample processing following field work.</li> <li>o Help prepare molecular equipment and reagents for sample collection before field trips.</li> <li>o Assist in the design, collection and implementation and post-processing of samples.</li> <li>o Help develop bioinformatic workflows for the analysis of the data.</li> <li>o Help drive the publication and release of material into the public domain in accordance with relevant Research Services Agreements.</li> <li>• Comply with AIMS' Code of Conduct ensuring the standards of conduct required of an AIMS staff member are upheld.</li> <li>• Be an active and contributing employee dedicated to upholding and promoting AIMS' Strategy 2030 and acting in accordance with our Values.</li> </ul>								
<b>Key Responsibilities and Performance Standards</b>									
<b>Science Outputs:</b>	<ul style="list-style-type: none"> <li>• Enhance AIMS capability to provide robust, scientifically credible input to molecular ecology and conservation genetics research for a range of stakeholders.</li> <li>• Assist in developing new protocols, reports, and publications to meet contractual deadlines and ensure client satisfaction with research results.</li> <li>• Contribute to scientific papers.</li> <li>• Contribute to the achievement of milestones and Project and Team research plans.</li> </ul>								
<b>Work Health and Safety (For All Staff)</b>	<ul style="list-style-type: none"> <li>• Comply with AIMS' WHS policies and procedures to ensure a safe workplace.</li> <li>• Identify workplace hazards and take corrective action with your supervisor's guidance.</li> <li>• Take reasonable care to ensure your own safety and health at work.</li> <li>• Avoid adversely affecting the safety and physical or psychological health of any other person.</li> <li>• Identify and report health and safety hazards, incidents, injuries or property damage at the workplace.</li> <li>• Comply with health and safety instructions as indicated.</li> <li>• Ensure correct Personal Protective Equipment (PPE) is used for the task or activity as applicable. Take care to follow signage and direction as indicated.</li> <li>• Complete WHS Inductions as directed.</li> <li>• Strong commitment to and sound knowledge of principles and practices of Work Health and Safety and Workplace Diversity and Inclusion.</li> <li>• Ensure early reporting of physical or psychological factors that may impact on the completion of your daily position responsibilities so that reasonable adjustments may be considered.</li> <li>• Comply with Visitor Registration procedures and ensure visitors that you sponsor complete the relevant WHS inductions prior to attendance at the applicable AIMS site.</li> </ul>								
<b>Work Health and Safety (for Supervisors/Managers/Leadership Team)</b>	<ul style="list-style-type: none"> <li>• Raise WHS awareness throughout AIMS Programs.</li> <li>• Facilitate continuous improvement and cultural beliefs around safety.</li> <li>• Actively promote and disseminate WHS information.</li> <li>• Provide and maintain workplaces, plant, and systems of work such that, so far as is practicable, employees are not exposed to physical or psychological hazards.</li> <li>• Provide information, instruction, training and supervision of employees as is necessary to enable them to perform their work in such a manner that they are not exposed, and do not expose others to physical or psychological hazards.</li> <li>• Implement components of WHS management systems.</li> <li>• Implement hazard identification, risk assessment and control.</li> <li>• Implement incident investigation, reporting and record keeping.</li> </ul>								
<b>Work Health &amp; Safety – Minimum Functional Requirements</b>	<p>Participate in Manual Task (Functional) Assessments and Fit for Work medical assessments as required.</p> <p>Minimum functional requirements*:</p> <table border="1"> <tr> <td>Maximum lift expected (5kg, 10kg, 25 kg)</td><td>10 kg</td></tr> <tr> <td>% role mobilising</td><td>10 %</td></tr> <tr> <td>% role sitting</td><td>80 %</td></tr> <tr> <td>% role standing/static positions</td><td>10 %</td></tr> </table>	Maximum lift expected (5kg, 10kg, 25 kg)	10 kg	% role mobilising	10 %	% role sitting	80 %	% role standing/static positions	10 %
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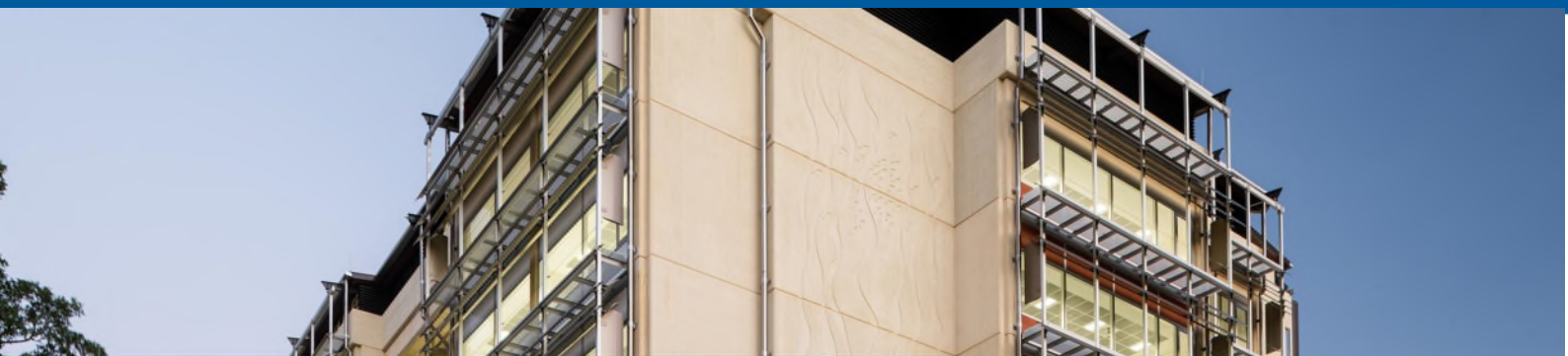
	% role diving	0 %
	Work in offshore or remote locations for extended periods of time	Yes
	<p><i>AIMS is an inclusive employer and will assess if modifications to the above work requirements can be made if provided with Reasonable Adjustment criteria from your Treating Doctor or other suitably qualified medical professional. Please consider the inherent physical requirements of the Position when making your request for Reasonable Adjustment.</i></p> <ul style="list-style-type: none"> <li>It is a requirement of this role that you are and remain fully vaccinated against COVID-19. Please note the sighting of proof of vaccination will be required as a pre commencement requirement.</li> <li>Willingness and ability to participate in fieldwork activities at remote, off-shore locations, for extended periods of time.</li> </ul>	
<b>Intellectual Assets:</b>	<ul style="list-style-type: none"> <li>Ensure compliance with AIMS' Intellectual Property policies, procedures and guidelines to ensure AIMS' intellectual assets are appropriately protected and managed.</li> </ul>	
<b>Financial responsibilities and accountabilities and delegations:</b>	<ul style="list-style-type: none"> <li>Financial: \$5000 or in accordance with the approved Delegations Manual.</li> <li>Delegations are in line with Financial and Contract Delegation Policy, which includes authorisation levels for Financial, Enterprise Agreement (supervisory), HS&amp;E and General Administrative activities.</li> <li>Contribute to positional budget requirements.</li> <li>Manage AIMS funds and resources in a responsible manner and within delegation.</li> <li>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.</li> </ul>	
<b>Working as a team:</b>	<ul style="list-style-type: none"> <li>Well-developed interpersonal and communication skills including the capability to effectively consult, collaborate and liaise with other team members on science/technical and non-science/technical issues for the purpose of achieving team objectives and maintaining a positive team environment.</li> <li>To work as a member of a multi-disciplinary team that values diversity while ensuring the achievement of AIMS' goals and objectives. Participate in the AIMS Leadership and Culture program including having a personal action plan in place.</li> <li>Provide direction and achievable goal setting for team members and uphold AIMS Values at all times.</li> </ul>	
<b>External Customer, Partner, Collaborator and Stakeholder Requirements:</b>	<ul style="list-style-type: none"> <li>Nurture existing relationships and initiate new ones in consultation with the Research Program Director and other senior leaders.</li> <li>Contribute to building and maintaining positive relationships with all clients, stakeholders, collaborators and end users.</li> <li>Communicate effectively with clients, funders and stakeholders around the applicability of research outcomes.</li> <li>Respond to enquiries and resolve issues raised by external stakeholders.</li> </ul>	
<b>Innovation, problem solving and continuous improvement responsibilities:</b>	<ul style="list-style-type: none"> <li>Assist in the improvement of the day-to-day operations, systems and processes associated with AIMS.</li> <li>Support team members to review and analyse processes to identify improvements and celebrate efforts towards continuous improvement.</li> <li>Approach all tasks and activities from a risk management prospective.</li> </ul>	
<b>Performance management and planning responsibilities:</b>	<ul style="list-style-type: none"> <li>Plan work activities to ensure the achievement of timelines.</li> <li>Ensure timely and accurate completion of required tasks.</li> <li>Actively participate in own personal performance planning and evaluation.</li> <li>Successfully participate in the AIMS annual Performance and Development program.</li> <li>Contribute to positional requirements to operational planning. Identify recruitment needs and recommend to supervisor.</li> </ul>	
<b>Communication responsibilities:</b>	<ul style="list-style-type: none"> <li>Comply with AIMS' Social Media policy.</li> <li>Ensure use of private Social Media accounts and other e-communication platforms are in compliance with AIMS policies and procedures, as amended from time to time.</li> <li>Refer to Corporate Style Guide for the production of documents, procedures, presentations and other communication material.</li> </ul>	

## POSITION DESCRIPTION - CONTINUED

<b>Technology and Equipment:</b>	Utilise AIMS Technology and Equipment as required and directed such as: <ul style="list-style-type: none"> <li>• Networked personal computer and general office equipment.</li> <li>• EDMS – TechOne ECM, Procurement, P&amp;C, Finance modules</li> <li>• Microsoft Project, Microsoft 365 applications</li> <li>• AIMS Fleet Vehicles (including Commuter Car Arrangements)</li> </ul>
<b>Selection Criteria</b>	
<b>Qualifications, Skills and Experience</b>	
<b>Essential Qualifications and Experience:</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in relevant field</li> <li>• Demonstrated experience with genetic and molecular laboratory protocols and pipelines</li> <li>• Experience in sequence alignment, editing, and basic bioinformatic protocols</li> <li>• Adherence to health, safety &amp; environment policies and procedures</li> </ul>
<b>Desirable Qualifications and Experience:</b>	<ul style="list-style-type: none"> <li>• Experience working with environmental DNA as well as with corals and/or seaweeds</li> <li>• Next generation sequencing data and analyses</li> <li>• Metabarcoding and WGS library preparation</li> </ul>
<b>Special Requirements</b>	
<p>AIMS requires all staff to:</p> <ul style="list-style-type: none"> <li>• Provide Evidence of Right to Work in Australia.</li> <li>• Provide original or certified copies of qualifications for sighting (where listed as Essential above).</li> <li>• Provide 100 points of ID including at least one photograph (ie. Drivers License and birth certificate or passport)</li> <li>• Complete a satisfactory pre-employment medical from AIMS' provider.</li> <li>• Provide a Covid-19 certificate evidencing proof of vaccination (where mandated by Government Direction or by AIMS policy or procedure).</li> </ul> <p><i>Staff may be required to obtain and provide evidence of other checks and verifications such as Police Clearances or Working With Children Checks, and these will be indicated in the Selection Criteria above.</i></p>	



## ABOUT OUR LOCATION



### Perth

Perth is a vibrant city and an exciting hub located on the west coast of Australia. Perth sits along the Swan River and is surrounded by unique landscapes, from Australian bushland in the west to rolling coastline 12 km east of the city. Perth is a fast-developing region, with a population of over 2 million people. Perth's diverse economic base is supported by key industries including Professional, Scientific and Technical Services (the largest industry employer), Government and Administration, Resources, and Health. Perth offers an array of opportunities for residents including exploration of diverse outdoor spaces, world-class national and international cultural and sporting events, architectural and historical attractions, and access to high-quality health, entertainment, medical, educational and sporting facilities. Perth is also recognised as the sunniest capital city in Australia.

### AIMS Perth Site ([see more on our website](#)):

AIMS in Perth is co-located within the Indian Ocean Marine Research Centre (IOMRC) at the University of Western Australia (UWA)'s Crawley campus. You can reach the UWA campus by heading south-west from Perth CBD on Mounts Bay Rd. Our office is on Level 3 of the Indian Ocean Marine Research Centre, on Fairway. There are several bus routes to the campus:

- Bus 97, which leaves from Subiaco train station
- Buses 102 and 107, which leave from the Wellington St train station in the CBD, and
- Bus 950 travelling from Perth City to the UWA campus.

All these routes stop at UWA near the corner of Stirling Hwy and Fairway.

More information: [www.perth.wa.gov.au](http://www.perth.wa.gov.au)

