



POSITION DESCRIPTION – General Staff

For levels 6/7 and above

Position Title: Professional Officer and Microscopist Level: 6/7
 Faculty/Division: Australian Institute for Innovative Materials (AIIM)
 Department/Location: Electron Microscopy Centre, AIIM Facility

Primary Purpose of the Position:

The position will assist with the operation, repair and maintenance of two transmission electron microscopes in the Centre; contribute to the research objectives of users of the Electron Microscopy Centre by providing training and support services; and assisting with OH&S matters.

Position Environment:

The University of Wollongong Electron Microscopy Centre, located at the Australian Institute of Innovative Materials (AIIM) Facility, is a whole of university facility to provide high quality microscopy services, training and support for university and non-university users. This position will work with researchers and students throughout the university, other staff of the Centre and industry and research partners to support and perform research of the highest quality.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Office Use Only
1.	Provide ongoing support for the efficient and effective operation of the transmission electron microscopes	Provide ongoing maintenance, trouble shooting and operation of transmission electron microscopes to assist in meeting UOW's strategic research objectives.	
2.	Provide basic training in transmission electron microscopy, as required	Contribute to undergraduate and postgraduate student education and support the attraction of new users to the Centre.	
3.	Provide support for TEM samples preparation	Assist students and staff in preparation of quality TEM samples	
4.	Conduct service work for internal or external users, as required	All projects are completed on time	
5.	Observe principles and practices of Equal Employment Opportunity	A fair and pleasant work environment is provided for all staff and students	
6.	OHS responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	A safe work environment is provided for all staff and students. Risk assessments and safety work procedures are documented as required.	

Reporting Relationships:

Position Reports to:	Director, University of Wollongong Electron Microscopy Centre
The position supervises the following positions:	Casual staff, assists with the supervision of PhD candidates and recent graduates, as required
Other Key Contacts:	EMC Staff Chief Operating Officer, AIIM Facility Director, Institute for Superconducting and Electronic Materials Director, Intelligent Polymer Research Institute AIIM Laboratory and Safety Operations Officer Internal and external Electron Microscopy Centre users

Key Relationships:

Contact/Organisation:

Staff of Electron Microscopy Centre
Director, University of Wollongong Electron Microscopy Centre

Purpose & Frequency of contact

Equipment management, daily
Activity review and planning, weekly

Key Challenges:

1. Maintaining equipment in order to minimise downtime.
2. Providing basic training, research support and service work for transmission users.
3. Providing training, research support and service work for Electron Microscopy Centre users.
4. Engaging in activities to support the growth of the Electron Microscopy Centre.

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Knowledge and operating experience in transmission electron microscopy
- Demonstrated capability to maintain transmission electron microscope
- Demonstrated capacity to work independently in a service environment
- Excellent communication skills with an ability to interact with individuals at all levels and cultural diverse backgrounds

For appointment at level 8/9 the below additional selection criteria apply:

- Extensive experience in operating at high level of analytical TEM and its maintenance
- Track record in managing electron microscopes/microscopy facility
- Proven track record in existing links with customer base in Australia in the electron microscopy area and ability to bring in commercial work

SELECTION CRITERIA - Education & Experience:

Essential:

- Science or engineering degree in chemistry, physics, materials or related fields
- Demonstrated experience in operation and maintenance of transmission electron microscope

Desirable:

- MSc or PhD in chemistry, physics, materials or related fields
- IT skills
- Knowledge of electronics and/or vacuum systems

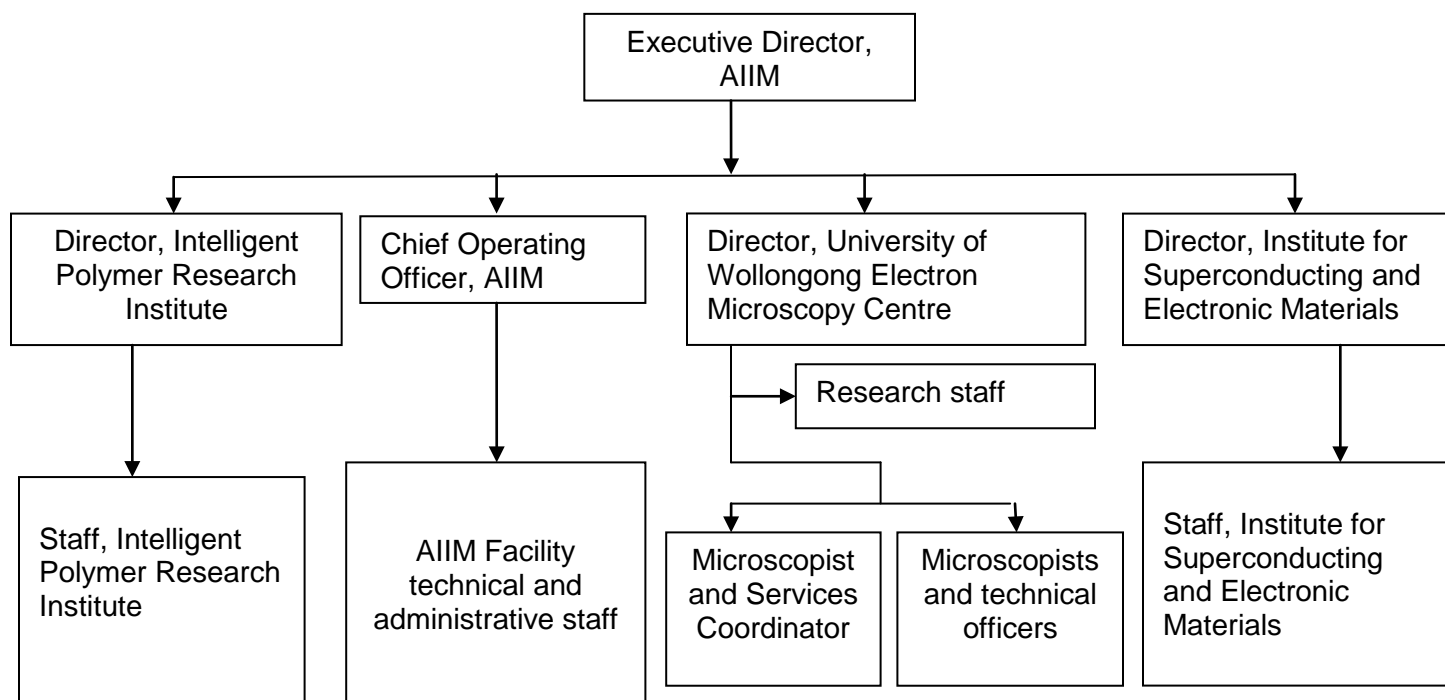
Personal Attributes:

- Good time management skills
- Ability to detect technical problems and find solutions
- Very good knowledge of scientific English language
- Good communication and interpersonal skills with individuals at all levels and cultures
- Ability to work under supervision and independently
- Team player

Special Job Requirements:

May be required to work irregular hours and perform other duties as required for the effective and efficient operation of the Electron Microscopy Centre. After hours attendance may be required to deal with equipment emergencies.

Organisational Chart:



Approval:

Approved by Head of Unit: _____

Date: _____

Approved by Personnel: _____

Date: _____