

POSITION DESCRIPTION

Directorate: Health and Community Services Directorate

Division: Population Health Division

Business Unit: ACT Government Analytical Laboratory

Position Title: Equipment, Facility and Safety Officer

Position Number: P30426

Classification: Health Professional Level 3

Location: Howard Florey Centenary House, Holder ACT and the Canberra Hospital

Last Reviewed: 3/06/2026

DIRECTORATE OVERVIEW

The Health and Community Services Directorate (HCSD) delivers a broad range of health and human services to support the wellbeing of the ACT Community and ensures our public health system meets the community's needs, now and into the future. HCSD provides strategic leadership on policy and population health direction for the ACT health system, ensuring services are innovative, effective, and responsive to community needs.

Alongside health strategy, HCSD is responsible for a range of human services including multicultural affairs, services for older people, housing, women's initiatives, family and domestic violence and homelessness services, and support for children, youth, and families. The Directorate also leads community disaster recovery and Aboriginal and Torres Strait Islander engagement.

HCSD is an inclusive employer where all people are respected and valued for their contribution. We strongly encourage and welcome applications from Aboriginal and/or Torres Strait Islander people, People with Disability, people from culturally and linguistically diverse backgrounds, veterans, mature age workers and lesbian, gay, bisexual, transgender, intersex and queer (LGBTIQ) people.

DIVISION OVERVIEW

The Population Health Division is headed by the Chief Health Officer who is appointed under the Public Health Act 1997 and fulfils a range of statutory responsibilities and delegations under various public health legislation. The Division is also responsible for exercising statutory responsibilities on behalf of the Chief Health Officer to prevent and manage risks to the health of the ACT population, including planning and management of public health incidents and emergencies.

The Division leads population health policy for the ACT and provides and commissions a range of services and programs aimed at improving the health of the ACT population through interventions

which promote behaviour changes to reduce susceptibility to illness; alter the ACT environment to promote the health of the population and promote interventions that remove or mitigate population health hazards.

BUSINESS UNIT OVERVIEW

The Research, Programs, and Scientific Services Branch is a multidisciplinary team which leads in scientific analysis, research strategy, ethical governance, and health promotion initiatives. The branch provides specialist expertise across a range of disciplines to the ACT Government, non-government organisations, ACT Public and other stakeholders. The branch also provides and commissions a range of services and programs aimed at improving the health outcomes of the ACT population. These activities include evidence-based behaviour change interventions to reduce susceptibility to illness, territory wide health research functions and accredited scientific services.

ACT Government Analytical Laboratory

The ACT Government Analytical Laboratory (ACTGAL) is a section of Research, Programs, and Scientific Services. It is a multidisciplinary scientific laboratory; it provides internationally accredited analytical services in the fields of Microbiology, Environmental Chemistry, Forensic Chemistry and Forensic Toxicology and provides Laboratory Research Services to a range of stakeholders. The science streams are supported by a dedicated Quality Team which develops and maintains the quality systems, certification and accreditation requirements of the service.

POSITION OVERVIEW

The Health Professional Officer Level 3 Equipment, Facility and Safety Officer, provides broad technical support to the ACT Government Analytical Laboratory, including maintenance of laboratory facilities, equipment and systems across all ACTGALs services. The position also supports and helps co-ordinate WH&S activity, providing professional guidance and training to managers, staff and students. The role carries responsibility to assist in the development and maintenance of the documentation and quality artifacts associated with these duties.

WHAT YOU WILL DO

- Ensure optimal functioning and conditions of ACTGAL and ACTGAL managed facilities including: servicing of equipment, maintenance of asset registries and QA testing of equipment.
- Implement, manage and co-ordinate service contracts for maintenance of equipment and other assets in ACTGAL and ACTGAL managed facilities, and ensure that instances of breakdown and malfunction are remedied in a timely manner.
- Support and contribute to the development and implementation of operational procedures and policies within ACTGAL, to assist with meeting quality benchmarks, accreditation standards and legislative requirements (including WHS).
- Lead WH&S initiatives within the laboratory by proactively identifying hazards, managing risks, training staff and overseeing the safe handling of hazardous materials to ensure safety and compliance.
- Ensure accurate records are maintained to fulfill legal, accreditation and internal quality requirements.
- Ensure adherence to appropriate practices in order to maintain PC2 and other laboratory compliance with relevant legislation, standards and guidelines.

- Undertake other duties appropriate to this level of classification that contribute to the function of ACTGAL and the Directorate.

WHAT YOU REQUIRE

The information below describes the capabilities that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

1. Demonstrated knowledge of the efficient maintenance of scientific instrumentation and specialised facilities, including but not limited to, specialised stores, accredited and certified laboratory facilities, specialised laboratories and equipment used to generate results utilised to fulfil legislative responsibilities.
2. Demonstrated ability to undertake a diverse range of tasks associated with laboratory facilities management, work effectively within a complex and demanding work environment and display a high level of attention to detail.
3. Knowledge and experience in managing and advising on WHS issues in operational laboratory areas and public sector organizations.
4. Knowledge of dangerous substance management systems and best practice knowledge of chemical and biological management, storage and disposal.

Behavioural Capabilities

5. High level communication skills both written and oral with demonstrated ability to undertake effective negotiation, consultation and liaison.
6. Demonstrated ability to assist in development of quality documentation and project management skills and deliver training programs.
7. Demonstrates a commitment to work, health and safety (WH&S) and displays behaviour consistent with the ACT Public Service Values and Signature Behaviours.

Compliance Requirements/Qualifications

- Applicants must hold an Undergraduate Degree in Science