Faculty OHS and Laboratory Management  
Faculty of Medicine, Dentistry & Health Sciences

Laboratory Manager and OHS Advisor (Doherty Institute)

POSITION NO 0038049
CLASSIFICATION UOM 7
SALARY $102,338 - $110,780 p.a
SUPERANNUATION Employer contribution of 17%
WORKING HOURS Full-time
BASIS OF EMPLOYMENT Continuing
OTHER BENEFITS http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.

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For information about working for the University of Melbourne, visit our website: about.unimelb.edu.au/careers
Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

Position Summary

The Faculty of Medicine Dentistry and Health Sciences (FMDHS) operates and manages a large portfolio of specialist clinical research, laboratory and biological research facilities on the University Parkville campus, and in research institutes and health services across Victoria.

The Peter Doherty Institute for Infection and Immunity (The Doherty Institute) is a world-class institute combining research, teaching, public health and reference laboratory services, diagnostic services and clinical care into infectious diseases and immunity. It is a joint venture between the University of Melbourne and Royal Melbourne Hospital (RMH).

This position is based at the Doherty Institute. However, as a member of the FMDHS OHS and Laboratory Management team, the incumbent may be relocated to another location/s in the future should the requirement arise.

Working closely with academic and professional managers of the University and RMH units within the Doherty Institute, this role is responsible for the delivery of well managed laboratory and office spaces that enable learning & teaching, research, and public health and diagnostic activities to be conducted safely and effectively.

The position plays a lead role in co-ordinating and managing the laboratory compliance programs, including implementation of recommendations arising from the various audit programs, supporting local OHS policy implementation monitoring, and ensuring local areas are assisted with laboratory and facility matters.

The incumbent must have the ability to achieve these objectives while working within a complex organisational structure and shared services model.

1. Key Responsibilities

1.1 FACULTY SPACE & INFRASTRUCTURE PORTFOLIO MANAGEMENT

The Doherty Institute activities take place in facilities which include clinical research, laboratory and office spaces, located in Parkville.

Key responsibilities include:

- Working with MDHS managers to ensure that infrastructure and facilities within the assigned areas are efficiently and effectively managed to meet the Institute’s teaching and research, and Public Health and diagnostics objectives;
• Ensuring the Doherty Institute complies with the relevant OHS legislation, statutes, regulations and policies within the portfolio.
• Maintaining strong relationships with other service delivery areas, schools and departments to ensure effective delivery of OHS support.

1.2 LABORATORY MANAGEMENT
This role is responsible for obtaining, administering and overseeing the following licences and permits within the relevant assigned area:
• PC2 Laboratory Certification
• Drugs & Poisons Licences
• Radiation Licences
• Quarantine Import / Export Permits

This position will also ensure the facilities meet the Office of the Gene Technology Regulator’s (OGTR) Physical Containment Guidelines for Laboratories (PC2), Department of Agriculture, Water and Environment certifications requirements and any relevant AS/NZS standards and that staff, student and visitors comply with the OGTR’s physical containment behavioural requirements.

Additional responsibilities with regard to laboratory management will include the coordination of:
• Procurement of equipment and services.
• Contractor Management.
• Minor repairs and maintenance of equipment.
• Waste Management (PC2 / Chemical / Radioactive / Biological etc.).
• Provision of relevant technical, compliance and safety advice relevant to laboratory users.
• Develop streamlined processes to best assist researchers

1.3 SAFETY, COMPLIANCE AND RISK MANAGEMENT
This position also has a number of responsibilities with regard to safety, compliance and risk management, including:
• Developing and proposing annual Objectives and Targets in consultation with senior management, OHS Committee members and relevant stakeholders.
• Preparing and reviewing cyclic event checklist. Coordinating and monitoring completion of tasks.
• Developing local procedures and processes, risk assessments, safe operating procedures, departmental risk register etc. and maintaining currency of existing documentation.
• Developing and reviewing local laboratory induction materials, and deliver local OHS induction to all new staff, students and visitors within the assigned area.
• Advise and provide standardised portfolio wide OH&S training to all staff to ensure consistency of training and knowledge
• Deliver laboratory related trainings consistent with the responsibilities of the role and in consultation with Scientific Services Manager.
• Conducting self-assessments against NAT criteria for area of responsibility. Participating in audit programs and assisting with audit close out.
• Following up on hazards and incidents and assisting responsible person to complete action plans in incident reporting system. Conducting formal incident investigations as required.
• Recommending sufficient number of trained Emergency Personnel based on assessment of local area’s needs
• Completing workstation ergonomic assessments organizing trials of equipment and following up on implementation of strategies.
• Any other duties which may be assigned by the supervisor from time to time regarding current workload and which are consistent with the incumbent’s experience and skill.
• Occupational Health and Safety (OHS) responsibilities as outlined in section 5.

All safety, compliance and risk management must be done in collaboration with key partners, as required.

1.4 RELATIONSHIP MANAGEMENT

The Laboratory Manager is responsible for the following with regard to relationship management within the assigned area:

• Providing a high standard of service and support to the local area.
• Building rapport and establishing regular contact with the assigned area’s operations team and other local area stakeholders including University Business Services.
• Developing strong working relationships and partnerships with senior management, staff and students.
• Working effectively and productively with other members of the MDHS’ OHS / Laboratory Management team to meet the Faculty’s OHS and compliance objectives.
• Building trust through managing and delivering on expectations.
• Proactively managing relationships with researchers, managers and other key internal and external stakeholders so that relevant compliance strategies, programs and projects can be implemented successfully.
• Engaging in collaborative practices with colleagues across all areas.
• Actively seeking feedback to better understand the priorities and specific requirements within the portfolio.

1.5 COMMUNICATION

The Laboratory Manager is responsible for the following with regard to communication with internal and external clients, staff, students and visitors:

• Using appropriate communication techniques to accurately determine needs.
• Exchanging ideas using suitable language appropriate for audience.
• Listening when others are communicating.
• Demonstrating a clear, concise and open manner.
• Preparing regular reports for senior management with regard to OHS matters and any relevant OHS compliance issues, and facilitating distribution of the report to relevant UoM representatives.
• Cooperating and working well with others in pursuit of team goals, collaborates and shares information, shows consideration, concern and respect for others feelings and ideas, accommodates and works well with the different working styles of others, encourages resolution of conflict.

Within the assigned portfolio:

• Establishing and maintaining local/building OHS committee meetings and act as the Executive Officer for the OHS committee.
- Participate in team meetings, as required, with both local area and the FMDHS OHS / Laboratory Management team.
- Reporting to all stakeholder committees, as required. Ensuring noticeboards, newsletters and any other medium used for communication is kept up-to-date.

2. Selection Criteria

2.1 ESSENTIAL

- Undergraduate qualifications in a relevant discipline, such as science and OH&S.
- Extensive experience working within a scientific or medical laboratory environment and coordination of personnel in a matrix environment.
- Demonstrated knowledge of OGTR regulatory requirements and proven experience working within a PC2 containment facility.
- Demonstrated knowledge of occupational health and safety legislation, OHS management systems, laboratory regulatory and statutory requirements. Proven ability to propose practical solutions to OHS and laboratory issues, taking into account legislation, standards and guidance materials.
- Excellent interpersonal skills with proven capacity to consult, influence and build rapport with a broad range of people, and maintaining strong effective relationships.
- Proven organisational skills with the ability to balance competing demands, prioritise effectively and work to deadlines.
- Ability to work collaboratively and effectively within a team environment.
- Highly developed computer literacy, particularly using the Microsoft Office suite of applications, database/records management systems and web technology, including the ability to learn and adopt new modes of communication and software packages as required.

2.2 DESIRABLE

- Knowledge of health services and research institutes infrastructure environments and emerging research technologies.
- Experience with laboratory containment and biosecurity regulations
- Experience working within a shared services environment.

2.3 SPECIAL REQUIREMENTS

- As this position may be required to work in public hospital settings, relevant vaccinations are required in accordance with Government directions, in relation to:
  - Covid-19
  - Seasonal influenza
- Immunisations to vaccine preventable diseases may be required.
- A Working with Children and Police Check may be required.
- Occasional out-of-hours work may be required to attend equipment malfunctions.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE
The Laboratory Manager reports to the FMDHS Scientific Services Manager. In addition, the Laboratory Manager will work closely and effectively with the Operations Manager and senior academics and researchers within the Doherty Institute. Where required the Laboratory Manager will engage with personnel from MDHS departments, other University faculties, University Services teams (e.g. OHS, Infrastructure Services, Office of Research Ethics and Integrity), partners and co-tenants at the assigned locations.

The Laboratory Manager will work within the framework of University and FMDHS policies and procedures; the incumbent will work collaboratively with other members of the Doherty OH&S / Laboratory Management team to ensure safety and laboratory compliance within the Doherty Institute.

3.2 PROBLEM SOLVING AND JUDGEMENT

- Demonstrate an ability to prioritise individual workload and act effectively to complete set tasks to meet schedules.
- Identify and analyse alternative solutions to issues and reported incidents and recommend any new procedures or modifications to existing systems and processes.
- Implement OHS legislation and apply policy and procedures to assist staff in the local area, and as appropriate, be cognitive of policy and procedures of any associated external organisations.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

Possess a sound understanding of work health safety principles and concepts, hazards, risks and controls to eliminate, reduce and minimise work-related fatality, injury, disease and ill-health. This knowledge is applicable in different frameworks and contexts.

The incumbent may have additional areas of knowledge based on their background, education and experience, such as a broad knowledge of standard procedures, chemicals, and equipment used within a biological science research context, and the ability to assess new and emerging technologies and practices from a safety and risk perspective.

3.4 RESOURCE MANAGEMENT

The incumbent directly manages their own time resources and will bring to the attention of the Scientific Services Manager, supervisors or managers (in their client group of nominated MDHS academic units) the requirement for additional resources or tools.

3.5 BREADTH OF THE POSITION

This position is expected to monitor, interpret and advise on current university policies, government regulations or legislation, standards and encourage adherence to these requirements.

4. **Equal Opportunity, Diversity and Inclusion**

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University’s People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.
The University values diversity because we recognise that the differences in our people’s age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

5. **Occupational Health and Safety (OHS)**

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

http://safety.unimelb.edu.au/people/community/responsibilities-of-personnel

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. **Other Information**

6.1 **THE PETER DOHERTY INSTITUTE FOR INFECTION AND IMMUNITY**

The Doherty Institute is a world-class institute combining research in infectious disease and immunity with teaching excellence, reference laboratory diagnostic services, epidemiology and clinical services. It is a joint venture between the University of Melbourne and Melbourne Health.

A new, purpose-built building for the Doherty Institute was completed in early 2014. The members of the Doherty include the Department of Microbiology and Immunology and the Microbiological Diagnostic Unit Public Health Laboratory of the University of Melbourne, the Victorian Nosocomial Infection Surveillance System, The Victorian Infectious Diseases Reference Laboratory, The Victorian Infectious Diseases Service, and The World Health Organisation Collaborating Centre for Reference and Research on Influenza.

Further information about the Doherty Institute is available at: http://www.doherty.unimelb.edu.au

6.2 **MDHS OHS & LABORATORY MANAGEMENT TEAM**

FMDHS has a large number of organisational units including schools, departments, institutes and clinical research areas located on and off campus. Some academic units are embedded in external hospital or institute partners’ sites.

The FMDHS OH&S and Laboratory Management team collaborates with all Faculty members to drive process improvement, evaluate and improve risk management thereby protecting the well-being of each one of us and the University’s regulatory reputation.

The Laboratory Managers support OHS management across the Faculty. This is achieved by having good safe work procedures, providing appropriate induction and training for staff and students, and regularly inspecting the workplace for hazards. The aim is to reduce risk in the workplace by ensuring a safe working environment.

6.3 **FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES**

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences (FMDHS) has an enviable research record and is the University of Melbourne’s largest faculty in terms of management of financial resources,
employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research.

FMDHS has a student teaching load in excess of 10,000 equivalent full-time students including more than 1,450 research higher degree students. FMDHS has approximately 3,000 staff comprising 800 professional staff and 2,200 research and teaching staff.

We are located at the heart of one of the world’s premier biomedical precincts and have a 150-year history of delivering outstanding educational experiences to our students. Today, we bring together the largest aggregation of health and medical researchers in Australia to undertake research that makes a global impact.

FMDHS has set out its strategic directions for the next decade in Advancing Health 2030 (mdhs.unimelb.edu.au/advancing-health-2030). This strategy sets out a unifying vision and articulates the role that our faculty will play, as we work with our partners, to ensure that Melbourne is a globally leading health innovation centre known for the impact we make on the health and wellbeing of the world.

FMDHS fosters a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes. We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability.

6.4 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia’s premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers.

6.5 ADVANCING MELBOURNE

The University’s strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University’s commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
• We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

• We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne’s academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

6.6 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at http://www.unimelb.edu.au/governance