



POSITION DESCRIPTION

School of BioSciences
Faculty of Science

Laboratory Supervisor, Plant Cell Biology Research Centre

POSITION NO	0025448
CLASSIFICATION	HEW 6
SALARY	\$72,774 - \$78,774 p.a.
SUPERANNUATION	Employer contribution of 9.5%
EMPLOYMENT TYPE	Full-time (fixed-term) position available for 12 months Fixed term contract type: Externally Funded
OTHER BENEFITS	http://hr.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	Vacant
HOW TO APPLY	Online applications are preferred. Go to http://hr.unimelb.edu.au/careers , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Ed Newbigin Tel +61 3 8344 4871 Email edwardjn@unimelb.edu.au <i>Please do not send your application to this contact</i>

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hr.unimelb.edu.au/careers
joining.unimelb.edu.au

Position Summary

The Plant Cell Biology Research Centre (PCBRC) Laboratory Supervisor oversees a range of tasks and responsibilities required for the successful running of the PCBRC. The PCBRC currently spends approx. \$1m pa on consumables, equipment and services, and comprises the following key areas; ARC Centre of Excellence in Plant Cell Walls, Metabolomics Australia, Idnurm Mycology Lab and the McFadden Malaria Lab.

The incumbent will be responsible for the day-to-day running of PCBRC Labs, including overseeing and maintaining consumable and equipment purchases, maintenance of equipment, quarantine of laboratories and import/export permits of research materials, and hazardous chemicals storage and waste.

1. Selection Criteria

1.1 ESSENTIAL

- ▶ A degree or diploma in science and relevant work experience.
- ▶ A good working knowledge of modern molecular biology laboratory techniques and practices.
- ▶ Strong organisational skills and an ability to work independently within a framework of broad guidelines and procedures.
- ▶ Ability to relate positively to a wide range of people across various levels of seniority.
- ▶ Experience of financial and equipment management and a demonstrated ability to maintain accurate records.
- ▶ Excellent oral and written communication skills.
- ▶ Ability to manage casual staff.

1.2 DESIRABLE

- ▶ Experience of cell biology research.
- ▶ Proficiency in the use of computers and programs such as Excel.
- ▶ Demonstrated ability to work in a team environment.

2. Special Requirements

- ▶ There are no special requirements.

3. Key Responsibilities

3.1 ADVICE AND SUPPORT

- ▶ Oversee inventory including consumables and equipment for use by the PCBRC researchers, including stocktake, raising purchase orders, payment of invoices and reassigning costs to research projects.
- ▶ Meet with sales representatives to discuss new products and pricing.
- ▶ Awareness of research grants of the PCBRC Laboratory heads, and the financial impact of how purchases need to be costed.
- ▶ Maintain PCBRC equipment including servicing schedules
- ▶ Liaise with Property and Campus Services (PCS) for repairs and maintenance of laboratories and equipment.
- ▶ Provide general administrative assistance for the PCBRC.
- ▶ Attend meetings associated with the PCBRC, including minute taking.

3.2 COMPLIANCE AND REPORTING

- ▶ Work with the Faculty of Science and School of BioSciences to maintain compliance with occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) policies
- ▶ Work with the Faculty of Science and School of BioSciences to maintain regulatory compliance within the PCBRC; including Australian Quarantine and Inspection Service (AQIS), Office of Gene Technology Regulator (OGTR), Department of Agriculture, Scheduled Poisons and Radiation.
- ▶ Ensure that all PCBRC staff and students are appropriately inducted.
- ▶ Provide health and safety advice and information to PCBRC staff and students.

3.3 OHS & EHS TRAINING CO-ORDINATION

- ▶ Review and maintain the PCBRC Safety Training Document.
- ▶ Assist PCBRC work area supervisors to identify training requirements for staff.
- ▶ Assist PCBRC work area supervisors to identify safety hazards, perform risk assessments and implement risk control measures.
- ▶ Maintain and review the PCBRC Hazard Register, Environmental Aspects Register, Risk Assessment and Work Procedures.
- ▶ Monitor safety inspections of the PCBRC to ensure adequate documentation and procedures are followed and corrective actions are implemented.
- ▶ Maintain an inventory of chemicals stored in the PCBRC work area.
- ▶ Ensure hazardous substances are stored, handled and transported appropriately.
- ▶ Member of the School of BioSciences Safety Committee, representing PCBRC.

3.4 STAFF SUPERVISION

- ▶ Manage an Administrative Assistant that undertakes the purchasing role at a 0.4 EFT per week

- ▶ Manage casual staff that undertake tasks such as unpacking deliveries or updating safety documents and registers.

3.5 POLICY, PROCEDURE AND PROCESS

- ▶ Work with the Faculty of Science and School of BioSciences to oversee EH&S policy and implementation within the PCBRC and communicate policies and policy changes in this area to PCBRC group leaders
- ▶ Work with the Glasshouse Manager to oversee use and upkeep of the glasshouses and plant and culture growth facilities.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

4. *Job Complexity, Skills, Knowledge*

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

This position operates under the broad direction of the Director and Deputy Director of the PCBRC. The incumbent will be required to work independently with little day-to-day supervision and to seek advice from and consult with the Director and Deputy Director of the PCBRC as needed.

The position supervises an Administrative Assistant and casual staff.

4.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will have a high level of problem solving skills and judgement to deal with the variety of day-to-day issues that may arise in the laboratory.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will be required to have professional and organisational knowledge of laboratory practices and general financial concepts.

4.5 RESOURCE MANAGEMENT

The incumbent will have strong resource management skills. The PCBRC spends approx. \$1m pa and the incumbent will be required to oversee purchasing of all laboratory items including chemicals and assets, reconcile credit cards and assist in costing projects and recharge costs to projects from the store.

The incumbent needs to be aware of the impact of each PCBRC researchers grant funds and scope of grant.

4.6 BREADTH OF THE POSITION

For many initiatives, activities and actions the incumbent will need to communicate effectively with students, university staff at various levels of seniority and external partners, and to provide professional, accurate, timely and expert advice.

5. Other Information

5.1 ORGANISATION UNIT

The School of BioSciences was formed in 2015 through the amalgamation of the School of Botany and the Departments of Genetics and Zoology thus bringing together a critical mass of 160 Academic staff and 240 Research Higher Degree students undertaking world class teaching and research in the biological sciences . Academics within the School are aligned to four research clusters: Ecology, Evolution and Environmental Science; Genetics, Genomics and Development; Plant Science and Computational Biology. Through cross-disciplinary collaborations within the School and with external partners the School is a major recipient of grant and contract funding.

The School is a major contributor to the Bachelor of Science, Bachelor of Biomedical Science and the Environmental Science programs, its teaching program reflecting the research interests within the School.

5.2 BUDGET DIVISION

<http://www.science.unimelb.edu.au>

Science has made important contributions to teaching and research at the University ever since it was founded in 1854. The research degree of DSc was available from the very beginning. The first BSc was conferred in 1889 and the first MSc in 1893. In 1903 the various science departments and schools were formally constituted as a Faculty. The Faculty of Science now has over 40,000 alumni and is one of the largest faculties in the University comprising seven schools: BioSciences, Chemistry, Earth Sciences, Ecosystem and Forest Sciences, Geography, Mathematics and Statistics, and Physics.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs and home to numerous Centres.

The Faculty manages more than \$240 million of income per annum, with a staff base in the order of 220 professional staff, and more than 500 academic staff.

The Faculty of Science offers a range of undergraduate, honours, graduate and research degrees; enrolling over 7,500 undergraduate and graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science) with enrolments of approximately 6,200 students.

The Faculty of Science is a leader in research, contributing approximately \$50 million in HERDC income per annum. The Faculty of Science is highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is currently growing its competitiveness and standing in the NHMRC space.

The Faculty of Science provides community services and industry partnerships based on a solid foundation of research in the pure and applied sciences. The Faculty has an endowment of approximately \$45 million. The annual income from the endowment supports more than 120 prizes, scholarships and research awards.

5.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The University offers staff many benefits and prospective staff are encouraged to view the following web links:

www.unimelb.edu.au

www.growingesteem.unimelb.edu.au

www.unimelb.edu.au/careers

5.4 EQUITY AND DIVERSITY

<http://www.hr.unimelb.edu.au/advice/equity-diversity>

5.5 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 www.unimelb.edu.au.

6. *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/topics/responsibilities/>

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