



## POSITION DESCRIPTION

School of Chemical and Biomedical Engineering  
Faculty of Engineering and Information Technology

### Laboratory Manager

<b>POSITION NO</b>	0056133
<b>CLASSIFICATION</b>	UOM 8
<b>SALARY</b>	\$110,709 - \$119,829 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time
<b>BASIS OF EMPLOYMENT</b>	Fixed term for 2 years <i>Applications for part-time or other flexible working arrangements will be welcomed and will be fully considered subject to meeting the inherent requirements of the position</i>
<b>OTHER BENEFITS</b>	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Professor Leigh Johnston Tel +61 3 8344 1940 Email <a href="mailto:l.johnston@unimelb.edu.au">l.johnston@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our websites:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Acknowledgement of Country***

The University of Melbourne acknowledges the Traditional Owners of country throughout Australia. The University recognises the unique place held by Aboriginal and Torres Strait Islander peoples as the original custodians of country and their continued connection to the land, waterways, songlines and culture. The University respects all Aboriginal and Torres Strait Islander People and warmly embrace those students, staff, Elders and collaborators who identify as First Nations.

## ***Commitment to Diversity and Inclusion***

The Faculty of Engineering and Information Technology (FEIT) is committed to creating a diverse and inclusive environment that welcomes and values all people. We recognise that diversity is essential in contributing to the success of FEIT. Women, Aboriginal and Torres Strait Islanders, the LGBTIQ+ community, people living with disability and those from a culturally and linguistically diverse background, are strongly encouraged to apply.

## ***Position Summary***

The Laboratory Manager will play a lead role in managing all aspects of laboratories across the Department of Biomedical Engineering and more broadly across the School of Chemical and Biomedical Engineering. As a laboratory leader they will manage all aspects of the proper use of the laboratories with an aim to maximise the scientific research outcomes of the laboratories. It is expected that the Laboratory Manager will take an active interest in the research conducted using the available platforms and apply their experience to facilitate the efficient and effective execution of the proposed research programs.

This role will be responsible for ensuring that the ongoing externally provided support services to the area are of a high standard (e.g. cleaning, waste management, engineering etc.) and that all research platforms meet the relevant OHS compliance requirements for operation.

The Laboratory Manager will work with internal and external stakeholders supporting them in their daily research tasks, enabling maximal outcomes, with fair, equitable and safe use (safe for equipment and people).

Managerial responsibilities will include assisting staff within the School of Chemical and Biomedical Engineering (CBE) and the HSW Division of FEIT with oversight of environmental health and safety issues in all CBE research laboratories, co-ordinating training procedures for new staff and students, and promoting an environment of collaborative research activities.

This position reports directly to the Head of Department, Biomedical Engineering and has operating and reporting obligations to the Faculty Executive Director or their delegate; the School Operations Manager for the host school; School of Chemical and Biomedical Engineering. The Laboratory Manager is also expected to work closely with a range of School and Faculty academic and professional staff.

The role will be based at the Department of Biomedical Engineering within the School of Chemical and Biomedical Engineering, Faculty of Engineering and Information Technology.

## ***1. Selection Criteria***

### **1.1 ESSENTIAL**

- ▶ A relevant postgraduate degree with subsequent relevant experience or an equivalent combination of relevant experience, educational training or extensive experience in management;
- ▶ Extensive experience working within a scientific or medical laboratory environment and coordination of personnel, ensuring operational effectiveness and providing technical training to staff;
- ▶ Proven experience successfully managing a laboratory or similar including overseeing budget processes;
- ▶ Excellent interpersonal and communication skills with the ability to establish and maintain effective professional relationship with a broad range of academic, professional, student and industry stakeholders, along with an ability to work collaboratively and effectively within a team environment;
- ▶ Proven ability to solve complex problems through an evidence-based approach;
- ▶ Demonstrated knowledge of Australian occupational health and safety legislation and laboratory regulatory and statutory requirements;

- ▶ Experience with managing OHS requirement in multidisciplinary laboratories;
- ▶ Well-developed planning and organisational skills including the ability to develop clear project plans and timelines, simultaneously managing staff and projects to effectively balance competing priorities and deadlines;
- ▶ Commitment and adherence to the highest standards of scientific and ethical integrity;
- ▶ Experience in working with chemicals and other dangerous goods;
- ▶ Experience in working in a PC2 qualified area;
- ▶ A working knowledge of relevant quality standards, e.g. ISO90001, ISO450001.

## 1.2 DESIRABLE

- ▶ A PhD (or near completion) in Engineering, Science or a cognate discipline;
- ▶ Experience working with University of Melbourne practices and systems (iLabs, LabArchives, Themis, ERMS);
- ▶ Broad knowledge of the University's administrative policies and procedures, particularly in relation to Environment, Health and Safety (EHS), Intellectual Property and confidentiality matters;
- ▶ Ability to assist in the completion of laboratory-based experiments and perform research to meet requirements of granting bodies and research contracts.
- ▶ Demonstrated skills in computer hardware, data acquisition, operating systems and office and technical applications;
- ▶

## 2. Key Responsibilities

### 2.1 LABORATORY MANAGEMENT

- ▶ The Laboratory Manager is responsible for obtaining, administering and overseeing the following licences and permits:
  - PC2 Certification;
  - Drugs & Poisons Licences;
  - Quarantine Import / Export Permits;
  - School of Anatomy gazette.
- ▶ Effective liaison with internal and external collaborators and stakeholders;
- ▶ Assist researchers throughout the Department of Biomedical Engineering to develop laboratory best practice, including in EHS;
- ▶ Provide oversight of chemical and gas purchases and storage and equipment purchases;
- ▶ Oversee training procedures for each laboratory;
- ▶ Ensure regulation of the local area meeting Office of the Gene Technology Regulator's (OGTR) PC2 Guidelines for Laboratories (assisting with the accreditation process for these new laboratories) and any relevant AS/NZS standards and that staff, students and visitors comply with the OGTR's PC2 behavioural requirements;
- ▶ Additional responsibilities with regards to laboratory management are as follows:
  - Contractor Management;
  - Arranging for maintenance, monitoring, service and certification of equipment;
  - Ensuring iLabs is effectively used for booking and scheduling of equipment;

- Laboratory access control and space allocations;
- ▶ Oversight of Waste Management practices (PC2 / Chemical Biological etc.)
- ▶ Ensure operational effectiveness of the relevant laboratory(s) within budget constraints by strategic planning and direction and management of projects.

## 2.2 SAFETY, COMPLIANCE AND RISK MANAGEMENT

The Laboratory Manager has a number of responsibilities with regard to safety, compliance and risk management as follows:

- ▶ Ensure consistency of inductions between laboratories for all new staff, students and visitors, and maintain training records;
- ▶ Prepare and manage EHS training needs analyses for staff, students and visitors within the given portfolios, ensuring currency of training;
- ▶ Oversee training procedures and monitor records for each laboratory;
- ▶ Develop and implement policies, procedures, risk assessments, risk registers, chemical manifests, etc. and maintain currency of existing documentation;
- ▶ Ensure the tasks documented in the cyclic event checklist are completed in a timely fashion;
- ▶ Prepare local area for audit, ensuring implementation of corrective actions and audit close out;
- ▶ Conduct incident investigations, ensuring implementation of corrective actions and assistance in incident close out and report to the Faculty OHS team;
- ▶ Undertake high end training of new users, provide specialist advice on planning for equipment upgrades and support reporting requirements;
- ▶ Compliance with the relevant occupational health and safety legislation and the University of Melbourne OHS requirements within the local area;
- ▶ Manage the PC2 laboratory(s) and supervise the maintenance and calibration of the lab and equipment;
- ▶ Provide technical training to staff and ensure compliance with all laboratory rules and regulations, including occupational health and safety procedures and policy;
- ▶ Where appropriate, provide support for researchers with equipment operation and sample preparation;
- ▶ Effective liaison with external networks to foster collaborative partnerships;
- ▶ Involvement in professional activities, including consultations and referrals;
- ▶ Attend and actively participate in departmental seminars, meetings and/or committee memberships;
- ▶ Represent the School of Chemical and Biomedical Engineering on EHS committees and in associated EHS roles.

## 2.2 OTHER JOB RELATED INFORMATION

- ▶ Out of hours work may be required from time to time, to be discussed and agreed to in advance;
- ▶ Actively participate in the University Professional Development Framework;
- ▶ Ensure an up-to-date record of University compliance courses available through the TrainMe platform.

### **3. 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.

### **4. Other Information**

#### **4.1 SCHOOL OF CHEMICAL AND BIOMEDICAL ENGINEERING**

<https://eng.unimelb.edu.au/about/departments/school-of-chemical-and-biomedical-engineering>

The School of Chemical and Biomedical Engineering encompasses both the Department of Chemical Engineering and the Department of Biomedical Engineering. This fusion of engineering disciplines provides a dynamic and interdisciplinary environment that is world leading in both research and teaching.

#### **4.2 DEPARTMENT OF BIOMEDICAL ENGINEERING**

<https://biomedical.eng.unimelb.edu.au/>

The Department of Biomedical Engineering is a vibrant and rapidly growing department within Melbourne School of Engineering, working on some of the most challenging problems at the interface of engineering with life and medical sciences. The central aim of the Department is to apply interdisciplinary expertise and thinking to make new discoveries and provide innovative solutions that will improve healthcare and social wellbeing.

Our research covers a breadth of areas in biomaterials and tissue engineering; biomechanics and mechanobiology; bionics, biomedical imaging and neuroengineering; systems and synthetic biology. We have strong national and international linkages with industry, hospitals, research institutes, and universities.

We teach students within the Bioengineering Systems undergraduate majors in the Bachelor of Science and the Bachelor of Biomedicine, and offer two Masters programs: Master of Biomedical Engineering and Master of Biomedical Engineering With Business.

#### **4.3 DEPARTMENT OF CHEMICAL ENGINEERING**

<http://www.chemical.eng.unimelb.edu.au>

The Department of Chemical Engineering hosts several Research Centres including the Peter Cook Centre for Carbon Capture and Research, the ARC Dairy Innovation Research Hub, the Particulate Fluids Processing Centre and the ARC Centre of Excellence in Convergent Bio-Nano Science and Technology.

Our laboratories are housed across four locations including a substantially renovated main building, a second building devoted exclusively to research, two floors within the

nearby Chemistry building and a presence within the Bio21 Institute. Our academics have been elected as Fellows of the Royal Society, the world's oldest scientific society, the Australian Academy of Science, and the Australian Academy of Technological Sciences and Engineering.

Strong collaborations with industry, government and community partners inform teaching and research programs with real-world requirements. Industry Engagement is a key focus area for the Department. We carry out research projects based on deep collaborations with government and business and we also work with organisations that provide internship project opportunities for students.

We offer four Masters of Engineering degrees (Chemical, Chemical with Business, Biochemical, and Materials) with over 250 students, as well as undergraduate majors within the Bachelor of Science and Bachelor of Commerce.

#### 4.4 FACULTY OF ENGINEERING AND INFORMATION TECHNOLOGY

The Faculty of Engineering and Information Technology (FEIT) has been the leading Australian provider of engineering and IT education and research for over 150 years. We are a multidisciplinary School organised into three key areas; Computing and Information Systems (CIS), Chemical and Biomedical Engineering (CBE) and Electrical, Mechanical and Infrastructure Engineering (EMI). FEIT continues to attract top staff and students with a global reputation and has a commitment to knowledge for the betterment of society.

FEIT has never been better positioned as a global leader, anchored in the dynamic Asia Pacific region, creating and curating knowledge to address some of the world's biggest challenges. Through our students and our relationships with communities, we can not only respond to society's needs but anticipate and create engineering and IT solutions for the future.

<https://eng.unimelb.edu.au/>

<https://eng.unimelb.edu.au/about/join-mse>

Our ten-year strategy, FEIT 2025, is our School's commitment to bring to life the University-wide strategy *Advancing Melbourne* and reinforce the University of Melbourne's position as one of the best in the world.

To achieve our ambitions, we will continue to build new infrastructure to enable our teaching, research and engagement; we continue to recruit outstanding people from around the world; and we continue to attract high-quality students from across the globe who are at the heart of our enterprise.

<https://eng.unimelb.edu.au/about/mse-2025>

#### 4.5 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a public-spirited institution that makes distinctive contributions to society in research, learning and teaching and engagement. It's consistently ranked among the leading universities in the world, with international rankings of world universities placing it as number 1 in Australia and number 32 in the world (Times Higher Education World University Rankings 2017-2018).

The University's 10-year strategy, *Advancing Melbourne* will enable the University to contribute to advancing the state and national interest and make vital contributions to Australia's standing on the world stage. We seek to be a leading force in advancing

Australia as an ambitious, forward-thinking country while increasing its reputation and influence globally. <https://about.unimelb.edu.au/strategy/advancing-melbourne>

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

### 5.3 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.

### 5.4 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 <https://about.unimelb.edu.au/strategy/governance>