

School of BioSciences  
Faculty of Science

## Lab Coordinator in Reproductive Biology

<b>POSITION NO</b>	0063697
<b>CLASSIFICATION</b>	UOM 6
<b>SALARY</b>	\$96,459 - \$104,413 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-Time (FTE 1.0)
<b>BASIS OF EMPLOYMENT</b>	Fixed term for 10 months (parental leave cover)
	<p><b>FLEXIBLE EMPLOYMENT</b></p> <p>The University of Melbourne is strongly committed to supporting diversity and flexibility in the workplace. 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.</p>
<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>	<p>Anne Moran Tel +61 3 8344 7903 anne.moran@unimelb.edu.au</p> <p><i>Please do not send your application to this contact</i></p>

For information about working for the University of Melbourne, visit our website:  
[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.

## ***Position Summary***

The Lab Coordinator will be responsible for the delivery of well managed laboratory that enables excellence in research, learning and teaching. The position plays a lead role in co-ordinating and managing the various laboratory programs, including regulatory compliance (OGTR, chemical, scheduled drugs, animal ethics), stock management, 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 lab Coordinator may also be involved in research activities in the lab as directed by Professor Andrew Pask.

As part of the Pask Lab, the appointee to this position will play a pivotal role in supporting the animal and cell research and in coordinating the overall safety and operations of the lab. The appointee will be responsible for all aspects of the laboratory operation, including instrumentation and equipment, animal maintenance, animal ethics, administration of researchers, students and visitors, and supplies to ensure the smooth operation of the laboratory.

The candidate will also be expected to support the students as appropriate for their expertise level. This position reports to the Business Manager, Anne Moran, in the School of BioSciences, located on the Parkville campus.

We encourage applicants from under-represented groups, including Aboriginal and Torres Strait Islander people. To allow us to consider performance relative to opportunity, we also invite applicants to provide a brief statement (up to 1 page) that describes circumstances that may have affected their career development or progression, including career interruptions or delays, periods of part time work, or forms of bias they have experienced.

### ***1. Key Responsibilities***

The Lab Coordinator will be expected to provide high quality direct support to Professor Andrew Pask, and independently direct the daily workflow as required. The incumbent's responsibilities include:

#### **1.1 LABORATORY MANAGEMENT**

- ▶ Ensure the efficient and effective operation of the Pask laboratory in the School of BioSciences.
- ▶ Provision of relevant technical, compliance and safety advice relevant to laboratory users.
- ▶ Ensure behavioural compliance with standards required by the University, funding, ethics, and regulatory bodies.

- ▶ Administer streamlined processes to best assist researchers in completion of laboratory KPIs.
- ▶ Write animal ethics applications, amendments, and ensure compliance.
- ▶ Support the maintenance of cell, dunnart and mouse populations.
- ▶ Support purchasing and management of consumables, reagents and equipment.
- ▶ Maintain effective collaborative working relationships with other co-located laboratories to ensure the efficient running of facilities.

## 1.2 RESEARCH RELATED

- ▶ Assist with high quality data collection and contribute to the reporting required to meet the project milestones and reporting schedule.
- ▶ Provide technical guidance to post-doctoral fellows and PhD, masters and honours students.
- ▶ Support and provide training to undergraduate students working within the laboratory.

## 1.3 LABORATORY

The appointee will be expected to:

- ▶ Administer the lab biosafety, OGTR and hazardous chemical compliance including the induction of new members of the lab and the risks assessment for new experiments and reagents.
- ▶ Co-ordinate the maintenance, purchasing, handling and stocking of lab equipment.
- ▶ Record results of experiments in a timely fashion according to standard laboratory techniques.

## 1.4 SAFETY & COMPLIANCE

- ▶ Review local laboratory induction materials, and deliver local OHS induction to all new staff, students and visitors within the assigned area.
- ▶ Preparing and reviewing cyclic event checklist. Coordinating and monitoring completion of tasks.
- ▶ Implementing local procedures and processes, risk assessments, safe operating procedures etc. and maintaining currency of existing documentation.
- ▶ Ensure all work practices and policies comply with current OHS requirements, by interpreting audit requirements and by developing, defining, and implementing appropriate policies and procedures.
- ▶ Provide accurate and timely advice and training to staff on OHS matters.

## 1.5 OTHER DUTIES

The appointee will be expected to:

- ▶ Collaborate effectively with other Pask lab technical team members to ensure the Pask lab operates in a well-organised, efficient manner.
- ▶ Perform other tasks as requested by the supervisor or the Head of School.
- ▶ Actively participate in the University Professional Development Framework.

- ▶ Ensure an up-to-date record of University compliance courses, such as, but not limited to, Appropriate Workplace Behaviour, PDF for Staff and Supervisors, OH &S training courses.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

## 2. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website how to address [Essential Selection Criteria](#).

### 2.1 ESSENTIAL

- ▶ BSc or a tertiary qualification in Biology with subsequent relevant experience in molecular and/or cell biology.
- ▶ Demonstrated experience in lab coordination, cell culture and animal models.
- ▶ Strong skills in critical thinking and demonstrated experience in quantitative analysis.
- ▶ Demonstrated high level academic writing skills with the ability to write effectively with accuracy.
- ▶ Demonstrated capacity to conduct experiments.
- ▶ Experience in general lab management.
- ▶ Demonstrated analytical skills with the ability to identify problems in own area and to participate in problem resolution, undertaking proactive investigative action, identifying and/ or managing risks, escalating complex matters when needed, and contributing to solutions, with a focus on continuous improvement.
- ▶ High level computer skills with demonstrated experience using online information systems, including proficiency with website maintenance, and the MS Office suite, particularly Excel.
- ▶ Demonstrated ability to generate complex reports and experience maintaining, editing/ proofreading information is required.
- ▶ Demonstrated ability to engage with relevant professional and industry bodies and stakeholders to foster collaborative partnerships.
- ▶ Excellent interpersonal and both written and oral communication skills in English.
- ▶ Excellent ability to work co-operatively and positively in a multi-disciplinary research-based team environment and liaise with people from diverse backgrounds.
- ▶ Demonstrated excellent organisational skills to meet deadlines and bring projects to a timely completion.
- ▶ Demonstrated ability to develop, administer and see through to completion appropriately designed research projects with limited supervision.

### 2.2 DESIRABLE

- ▶ Experience in embryology.
- ▶ 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.
- ▶ Experience with written scientific reports.

## 2.1 SPECIAL REQUIREMENTS OF THIS POSITION

- ▶ This position requires the incumbent to hold a current and valid Working with Children Check (WWCC).
- ▶ Occasional work out of ordinary hours, travel, etc.

## 3. Job Complexity, Skills, Knowledge

### 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Laboratory Coordinator works with a high degree of independence under broad supervision. This position is required to provide technical support for staff and academic research staff and students.

The position is responsible for the administrative planning and management, including quality, timelines and cost effectiveness of the laboratory services provided.

### 3.2 PROBLEM SOLVING AND JUDGEMENT

The Laboratory Coordinator is required to identify and develop solutions to a wide range of complex problems. These include technical problems, financial and staff management issues, recommend improvements to safety and other policies.

Actively identify and investigate opportunities to improve and streamline systems and processes. The position requires the ability to exercise sound judgement when dealing with numerous and/or conflicting demands from different sources for allocation of time and resources.

The incumbent will be required to have excellent interpersonal and communication skills and critical thinking to contribute to the long-term planning for the needs of the Program.

The incumbent deals with accidents/incidents that may occur in the laboratory and makes accurate assessment and processing of the best course of action.

### 3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will possess a strong knowledge of reproductive and developmental biology and a working knowledge of the Health and Safety Policies and Procedures for PC2/OGTR laboratories.

The incumbent will understand the School's structure and direction, and a broad understanding of the University environment.

### 3.4 RESOURCE MANAGEMENT

The incumbent will administer the management of resources. The incumbent will be required to process the purchasing of all laboratory items including chemicals and assets and knowledge of the grants and funding held, and the funds available to spend will be necessary.

The incumbent will provide administrative and technical support for work priorities for technical staff, academics students, and staff as required and ensure a culture of continuous improvement for the technical staff to ensure equipment and apparatus are available for use and operate at the required standard.

### **3.5 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.

## ***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 Advancing Melbourne strategy that addresses 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:

<https://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 SCHOOL OF BIOSCIENCES**

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

This position presents an opportunity to join The University of Melbourne's School of BioSciences. The School of BioSciences is the home to over 50 research groups, 5 research Centres, 160 academic staff and 240 Research Higher Degree students. Work in the School ranges from discovery to biotechnology with strengths in ecology and evolution, marine biology, microbial biology, genetics and genomics, animal behaviour, biosecurity and pest management, reproductive biology, systems biology, biological pollution and botany. The School is a major contributor to the Bachelor of Science, Bachelor of Biomedical Science and Environmental Science programs. It also runs a Masters program in Biotechnology.

## 6.2 FACULTY OF SCIENCE

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

Science at Melbourne is a global leader across fundamental and impactful scientific research and education. Science begins with curiosity, and we are dedicated to understanding the universe from the level of sub-atomic particles to the solar system. We aim to be leaders who positively impact the community locally and globally, addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

Our strength is our breadth of expertise. We are the second largest faculty in the University comprising seven schools: Agriculture, Food & Ecosystem Sciences, BioSciences, Chemistry, Geography, Earth & Atmospheric Sciences, Mathematics & Statistics, Physics and Veterinary Science.

This depth of knowledge positions the faculty to better understand, explore and impact our world and humanity, within a truly comprehensive Faculty of Science.

We have more than 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research. We aim to train students with the knowledge and intellectual flexibility to drive the industries of tomorrow and lead across all levels of society.

We offer a range of undergraduate, honours, graduate and research degrees, enrolling more than 11,500 undergraduate and 3,750 graduate students.

We are dedicated to delivering leading transformative educational outcomes, underpinned by research, and an inclusive and inspiring student experience.

Excellence comes in many forms and diversity of thought, perspective and disciplines is essential to deliver globally leading science. At the core of our success is our focus on an inclusive environment for all in our community. Our Faculty's focus on equity, inclusion and belonging is grounded in our endeavour to ensure we are best placed to advance research, teaching and serve diverse national and global communities.

As a Science community we sit across five of the University's campuses – Parkville, Dookie, Burnley, Creswick and Werribee. This reach provides us with a unique perspective that is beneficial to our teaching and research. It also means we can offer our students a greater variety of learning experiences and internships to engage with industry partners to solve real-world issues.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Melbourne Energy Institute, Melbourne Biodiversity Institute, Office for Environmental

Programs, Australian Mathematical Sciences Institute (AMSI) and the Indigenous Knowledge Institute and home to numerous Centres.

### 6.3 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>

### 6.4 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.

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