ARA-MBI FACILITY MANAGER AND IMAGING SUPPORT SCIENTIST

DEPARTMENT/UNIT: Monash Biomedical Imaging (Alfred Research Alliance)
FACULTY/DIVISION: Vice Provost (Research and Research Infrastructure)
CLASSIFICATION: HEW Level 8
WORK LOCATION: The Alfred Hospital

ORGANISATIONAL CONTEXT

Monash is a university of transformation, progress and optimism. Our people are our most valued asset, with our academics among the best in the world and our professional staff revolutionising the way we operate as an organisation. For more information about our University and our exciting future, please visit www.monash.edu.

Monash University is an energetic and dynamic university committed to quality education, outstanding research and international engagement. A member of Australia’s Group of Eight research intensive universities, it seeks to improve the human condition and is committed to a sustainable future. Monash has six campuses in Victoria, a campus in Malaysia, a campus in South Africa, a centre in Prato, Italy, and numerous international partnerships and cooperative ventures. Monash has over 62,500 equivalent full-time students spread across its Australian and off-shore campuses, and over 7,400 full time equivalent staff. Almost 3,500 of these staff members are academic staff.

The Deputy Vice- Chancellor and Vice-President (Research) responsibilities include:
- Identifying and supporting the University's research and research training strategies
- Improving the University’s research and research training performance
- Improving the University's research infrastructure; and
- ensuring that Monash staff are research-active

The portfolio of the Deputy Vice-Chancellor (Research) comprises the:
- Office of the Pro Vice-Chancellor (Research and Research Training) including the Monash Research Graduate School
- Industry Engagement and Commercialisation Office
- Monash Research Office
- Office of the Pro Vice-Chancellor (Research and Research Infrastructure)
- nine inter-disciplinary Research Centres and Institutes

ARA-MBI (located at the Alfred Hospital) is one of Monash Biomedical Imaging’s platform nodes. Monash Biomedical Imaging (MBI) is the Monash University research platform of excellence for biomedical imaging. MBI hosts state of the art MRI facilities for animal and human imaging, and molecular and X-ray imaging facilities for
investigating small animal models. These capabilities are supported by expert personnel and a suite of ancillary facilities, including patient support, radiobiology and (limited) short-term animal holding. MBI conducts basic and translational research of the highest quality, increases skills in biomedical imaging amongst research staff and higher degree by research students, and provides user access to internal and external researchers. These core drivers of the facility’s activities aim to provide cutting edge and high quality research imaging modalities to biomedical and non-biomedical researchers.

POSITION PURPOSE

The Facility Manager/Support Scientist supports the General Manager and Director, MBI in the delivery of the Monash Biomedical Imaging’s operations and manages the Alfred Research Alliance node of MBI. This includes managing a range of strategic and operational activities including planning, functional service delivery, projects, reporting, business improvement, performance measurement, resources management and general administration (0.5 FTE).

The Facility Manager/Support Scientist uses senior-level, specialist knowledge to oversee and deliver high-quality technical services to support the operations of the 9.4T Magnetic Resonance Imaging (MRI) and Magnetic Particle Imaging (MPI) scanner. The role performs a range of significant and complex technical activities that play a critical role in supporting the delivery of the preclinical MRI program outcomes. This includes managing, overseeing and undertaking imaging duties such as drafting and preparing research papers, developing test and operating procedures, undertaking complex analysis providing expert advice and training, operational and budget planning, advanced procedures and testing, while ensuring a compliant and safe operating environment (0.5 FTE).

The position provides leadership to the ARA MBI team in the delivery of high-level and professional services and effective achievement of MBI’s priorities and provides expert advice at both strategic and operational levels.

Reporting Line: The position reports to the General Manager of MBI for the Facility Management responsibilities, and to the ARA-MBI Principal MR Scientist for the Preclinical Imaging Support responsibilities under broad direction with a degree of autonomy

Supervisory Responsibilities: Within the Facility Management component of this appointment, the position provides supervision for staff employed within ARA-MBI

Financial Delegation: Yes, in accordance with the University delegations schedule

Budgetary Responsibilities: Yes, in line with Key Responsibilities

KEY RESPONSIBILITIES

1. Contribute to strategic planning and the achievement of goals relevant to ARA-MBI and MBI
2. Manage and co-ordinate the operation of a complex facility in accordance with University policies, procedures and strategic priorities (including OHS, animal ethics and MBI’s ISO9001 processes) including continuous review and improvement of business practices, operational processes and service provision
3. Manage and develop a highly-trained, motivated and efficient team with a strong customer focus
4. Undertake research, data analysis and management in areas of functional specialisation, including regular business reporting and strong budget management for the business unit/s or projects managed
5. Manage and oversee risk, compliance and quality assurance processes for the functions managed, including regular monitoring and reporting in accordance with University and legislative requirements
6. Contribute to marketing and business development opportunities with industry, business, government and the community, including working with others to realise funding opportunities, research collaboration, joint ventures and agreements
7. Plan and manage a technical service, program or facility including applying advanced technical methodology, managing risks, undertaking data analysis, interpretation of results and reporting in accordance with operational standards, policies, timeframes and regulatory compliance requirements

8. Provide expert, specialist and technical advice and/or training to collaborators, clients, staff, students and other stakeholders in the area/s of technical specialisation, including contributing to; papers for publication, research or technical procedures, funding applications, reports, data analysis and patenting, copyright or licensing activity

9. Maintain an up-to-date specialist or technical knowledge of new and innovative methodology, equipment, technology, data management and analysis capability and protocols in the field of specialisation, including provision of expert advice and training

10. Develop, pursue and maintain strong partnerships, collaborations and networks with academic and other staff, relevant research/technical bodies, service providers and functional areas

11. Exercise strong budget management for the project(s) managed to a value of up to $1 million

KEY SELECTION CRITERIA

Education/Qualifications

1. The appointee will have:
   - Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or
   - extensive experience and management expertise; or an equivalent combination of relevant experience and/or education/training

Knowledge and Skills

2. Excellent operational management and customer service skills with proven ability to provide authoritative technical and policy advice

3. Highly developed planning and organisational skills, with experience establishing priorities, allocating resources and meeting deadlines

4. Demonstrated management experience in a matrix, or large and complex management structure, ideally a research facility

5. Staff management experience with the ability to motivate and develop a high-performance team committed to excellent customer service

6. Highly developed interpersonal and communication skills with the ability to negotiate, influence and build consensus at senior levels

7. Highly-developed analytical and conceptual skills including demonstrated ability to quickly assimilate new concepts and information and deliver positive, innovative solutions to complex problems

8. Knowledge of MRI is essential and familiarity with MPI and other imaging techniques is desirable

OTHER JOB RELATED INFORMATION

- Travel to other campuses of the University may be required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted
LEGAL COMPLIANCE

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.