POSITION DESCRIPTION

Position Title: Laboratory Coordinator/Manager
Organisation Unit: Queensland Brain Institute
Position Number: 3040001
Type of Employment: Full Time, Fixed Term for 2 years
Classification: Hew Level 6/7

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). UQ again topped the nation in the prestigious Nature Index and our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience – the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six Faculties and four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and this will be a strategic focus going forward.

QUEENSLAND BRAIN INSTITUTE

Established in 2003, QBI (www.qbi.uq.edu.au) is housed on the St Lucia campus of UQ. It is home to more than 450 staff and students, including 41 group leaders, working across a range of disciplines, focused on discovering the fundamental mechanisms that regulate brain development and function in health and disease.

Over the past decade QBI has become known as one of the world’s leading neuroscience research institutes. It played a key role in contributing to UQ attaining the highest possible score of 5 for neuroscience, in both the 2010, 2012, and 2015 Excellence in Research for Australia (ERA) reviews, one of only two universities in Australia to achieve this.

Sensory Neurobiology Group

The group’s interest is in addressing fundamental questions about how animals perceive, communicate, and interact with themselves, other animals, and their environment, particularly how they perceive and use colour, patterns, and other properties of light, and how they convey information.

Visit the Sensory Neurobiology Group webpage for further information.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The incumbent’s primary responsibility is to provide research support to the laboratory, which includes administrative assistance to the Group Leader.

Duties

Duties and responsibilities include, but are not limited to:

HEW Level 6

- Management of the laboratory to ensure efficient and safe operations, including the recruitment, induction and ongoing learning and training for existing and new staff and students.
- Coordinate and oversee lab orders in line with grant funding allocation, ensuring expenditure is within budget.
- Manage and maintain laboratory equipment and rosters.
• Coordinate all aspects of laboratory and fieldwork incorporating coordination, planning, travel bookings and record keeping for field trips and expeditions.

• Maintain and create new safety protocols, risk assessments and compliance records for the laboratory, including the monitoring and use of PPE, chemical storage and waste management ensuring compliance with OHS regulations; and assisting with application submissions for new Institutional Biosafety Committee approvals.

• Coordinate the drafting and submission of animal ethics clearance documentation, and submission of research permit applications and renewals to national park authorities, state, and national regulatory agencies.

HEW Level 7

• Management of the laboratory to ensure efficient and safe operations, including the recruitment, induction and ongoing learning and training for existing and new staff and students.

• Coordinate and oversee lab orders in line with grant funding allocation, ensuring expenditure is within budget, and contribute to the financial planning for laboratory.

• Manage and maintain laboratory equipment and rosters.

• Coordinate all aspects of laboratory and fieldwork incorporating coordination, planning, travel bookings and record keeping for field trips and expeditions.

• Liaise with the Chief Investigator and other contributors in compiling draft documents which include the contribution to grant submissions, publications, and journals.

• Maintain and create new safety protocols, risk assessments and compliance records for the laboratory, including the monitoring and use of PPE, chemical storage and waste management ensuring compliance with OHS regulations; and assisting with application submissions for new Institutional Biosafety Committee approvals.

• Coordinate the drafting and submission of animal ethics clearance documentation, and submission of research permit applications and renewals to national park authorities, state, and national regulatory agencies.

• Provision of financial advice to group leader regarding budget and financial position

• Manage staff recruitment and retention within the lab

Other

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

• the University’s Code of Conduct

• requirements of the Queensland occupational health and safety (OH&S) legislation and related OH&S responsibilities and procedures developed by the University or Institute/School

• the adoption sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures

• requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related responsibilities and procedures developed by the University

• Working with Animals - working with laboratory animals is an inherent requirement of this position, where appointment to this position may be subject to, and conditional
upon, satisfactory medical clearance(s) (including disclosure of relevant medical history) to undertake such work without unreasonable risk to your health and to fully comply with necessary ongoing health monitoring procedures and control measures associated with the position.

- From time to time international, national, and intrastate travel will be required on frequent and as needed basis.

**Organisational Reporting Relationship**

This position reports directly to the Sensory Neurobiology Group Leader and Chief Investigator, Professor Justin Marshall.

**SELECTION CRITERIA**

- Tertiary qualifications in neurobiology or related field, with subsequent relevant experience and knowledge of related research techniques in (neuro)biology, and/or marine science and conservation, coupled with substantial experience working in laboratory and (sometimes remote) field environments; or
- Demonstrated relevant depth and breadth of experience and specialist expertise and knowledge.
- Current qualifications and/or licences in:
  - First Aid and CPR
  - Australian (Queensland) Recreational or Commercial Boat License
  - Australian (Queensland) Driver’s Licence (manual transmission)
- Demonstrated understanding of research frameworks and animal ethics regulations, permits, grant and report writing, record keeping and research presentations.
- Demonstrated ability and/or knowledge in contributing to the establishment and management of laboratory budgets.
- Demonstrated interpersonal skills, including the ability to communicate effectively with all internal and external stakeholders, representing the laboratory in a professional and productive manner.
- Demonstrated ability to work autonomously and within a small cohesive and dynamic research team in prioritising workload and meeting individual and team deadlines.
- Demonstrated proficiency in standard technological applications, with the ability to quickly acquire skills in laboratory related technologies.
- In possession of, or willing to acquire a scientific diving certification.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

This role is a full-time position; however flexible working arrangements may be negotiated.

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.