POSITION DESCRIPTION

Position Title: Laboratory Coordinator
Organisation Unit: School of Dentistry
Position Number: TBC
Type of Employment: Continuing, 0.8 FTE (4 days per week)
Classification: HEW Level 6

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 well within the top 100 universities worldwide, measured through a number of major independent university rankings: the Academic Ranking of World Universities, Times Higher Education World University Rankings, US News Best Global Universities Rankings, QS World University Rankings and Performance Ranking of Scientific Papers for World Universities, and is indeed in the top 50 in some of these rankings. Over the past 3 years for which audited data are available UQ has attracted the highest (2013) or second highest (2012, 2014) amount of research funding of any Australian university.

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 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 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 will have further success in this area as an important strategic aim going forward.

**Faculty of Health and Behavioural Sciences**

The Faculty of Health and Behavioural Sciences is a strong faculty that has a coherent focus on health and well-being underpinned by a clear integrative theme related to preventative health and behaviour change. Furthermore, the Faculty provides the opportunity for the non-medical health sciences to have a stronger voice and greater visibility within the University.

The Faculty currently includes six schools and three research centres:

- School of Dentistry
- School of Health and Rehabilitation Sciences
- School of Human Movement and Nutrition Sciences
- School of Nursing, Midwifery and Social Work
- School of Pharmacy
- School of Psychology
- Centre for Youth Substance Abuse Research
- RECOVER Injury Research Centre
- Queensland Alliance for Environmental Health Sciences

More information about the Faculty is available at: [http://habs.uq.edu.au/](http://habs.uq.edu.au/).

**The School of Dentistry**

The UQ School of Dentistry has a long and proud tradition of over 75 years of strength in dental education and dental research, and it attracts the highest achieving students across Australia. UQ is a leading source of expertise in the local, national and international dental community and has been a key contributor to achieving effective solutions to contemporary issues and challenges. The School has strong collaborations within and outside the profession of dentistry.

As part of the Faculty of Health and Behavioural Sciences, the School of Dentistry employs innovative learning techniques for its undergraduate and postgraduate students and for the dental profession, and participates in interprofessional education opportunities. The School is responsible for education of oral health therapists, through the Bachelor of Oral Health, as well as for dentists, through the Bachelor of Dental Science (Honours) and specialist postgraduate offerings including the Doctor of Dental Science. The School of Dentistry also has an active and growing cohort of research higher degree students.

Teaching and Research Academic staff members in the School contribute to the identified research priorities: the diagnosis and prevention of oral disease; and advanced technologies and biomaterials.

**Clinical Operations**

The UQ Herston Oral Health Centre is a world class dental facility with some 170 chairs on a major tertiary hospital campus. Situated on the University’s Herston Campus, the clinical
operations are the major hub for student training. As a teaching facility for our students, our clinics feature state-of-the-art dental technologies and facilities, and treatments are based on the latest research in evidence-based practice.

The School’s clinics provide treatments to patients, some of whom are eligible for treatment within a service agreement with Queensland Health. The School has a close working relationship with Queensland Health, as well as with the Australian Dental Association and the dental profession as a whole.

Further details about the School’s teaching programs, research interests and other activities may be accessed on the School’s web site at http://www.dentistry.uq.edu.au.

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.

Primary Purpose of Position

The position holder provides general laboratory management and coordination to the School’s research laboratory. This includes compliance with relevant legislation and University procedures as well as providing specialist expertise in biosafety.

Duties

Duties and responsibilities include, but are not limited to:

Laboratory Management

- Coordinate operational aspects of research activities occurring within the laboratory and ensure smooth running with streamlined efficiency, acting as the central point of contact for research and academic staff, the School’s Management Team and maintenance staff and contractors.
- Act as the key point of liaison/contact for laboratory users to ensure compliance with laboratory standards, Biosafety, Office of the Gene Technology Regulator, Department of Agriculture and human and animal ethics standards.
- Maintain a regular presence in the laboratories to monitor and reinforce the correct use of equipment.
- Facilitate the training of new and existing staff and postgraduate students in the appropriate use of specialised equipment and maintain records.
- Induct new staff, visitors and contractors into the laboratory in accordance with UQ WHS requirements. In conjunction with the Technical & Facilities Manager, ensure appropriate security and access provision to restricted laboratory areas.
- Lead the development and review of new and existing Standard Operating Procedures for activities taking place in the laboratory.
- Develop and maintain appropriate systems and databases for the management of resources within the laboratory, including freezer/ liquid nitrogen storage databases.
- Manage laboratory assets and perform required stocktakes and maintain core consumable stocks and chemical inventories.
- Ensure laboratory users are trained in appropriate disposal of laboratory clinical, biological and chemical waste.
- In conjunction with School Finance staff, manage the procurement process for major equipment purchases, subsequent installation and commissioning.
• Assist with the development of an annual budget for laboratory operations, including annual servicing and maintenance of equipment, replacement schedules and research consumables.
• Act as the Schools Drugs Officer including maintaining approvals to acquire, store and use schedule drugs and poisons.
• Manage chemical use for the centre including acquisition, use, storage, transport and inventories to meet UQ and legislative requirements.
• Act as first point of contact for any alarms.

Workplace Health & Safety

• Act as a local area Workplace Health & Safety Representative (WHSR) and undertake appropriate staff development in this area as required.
• In conjunction with the School’s Workplace Health & Safety Coordinator (WHSC), advise research staff of their responsibilities under the WHS Act and UQ PPL, advise on the overall state of occupational health and safety within the laboratory and assist in identifying health and safety training needs.
• Report identified hazards, appropriate corrective actions and control measures to the School’s Workplace Health & Safety Coordinator and Technical & Facilities Manager and ensure required actions are taken.
• Assist the School’s Workplace Health & Safety Coordinator in completing annual UQ Inspection.
• Ensure all incidents and near misses in the laboratory are reported and assist the WHSC with investigations pertaining to laboratory incidents.
• Ensure the laboratory chemical inventory is up to date.
• Assist researchers in completing risk assessments for laboratory activities and conduct risk assessments for communal equipment.

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.

Organisational Relationships

The position reports to the School Manager and works closely with the Director of Research and School Research Staff.
SELECTION CRITERIA

Essential

- An undergraduate degree, with a molecular biology background, and subsequent experience in a research laboratory, or an equivalent combination of relevant experience and/or education/training.
- Detailed knowledge of and experience with laboratory equipment.
- Demonstrated ability to work with a variety of stakeholders, including research staff and students.
- Knowledge of and ability to interpret and apply current WH&S policies and procedures and other legislative requirements related to laboratories.
- Demonstrated ability to apply corporate procedures and policies to existing and novel situations.
- Ability to work under broad direction, in an efficient and well-organised manner, exercise independent judgement, meet deadlines, follow tasks through to completion and undertake complex problem solving.
- Effective written and oral communication skills.

Desirable

- Experience in a PC2 research laboratory.
- Workplace Health and Safety and Radiation Safety certifications.
- Knowledge of university operating procedures.

The University of Queensland is committed to equity, diversity and inclusion.