POSITION DESCRIPTION

Position Title: Genomic Services Coordinator
Organisation Unit: Office of the Deputy Vice-Chancellor (Research)
Position Number: 3038140
Type of Employment: Part-time fixed term 12 months.
Classification: Hew Level 8

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 (45), the US News Best Global Universities Rankings (52), QS World University Rankings (51), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

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 $11 billion+ (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.

**Organisational Environment**

On behalf of the University of Queensland and other research partners the Genomics Facilities Coordinator at UQ has responsibility for coordinating service provision and facility management across all UQ facilities to provide an integrated facility consolidating genomics capabilities. UQ is looking to combine the collective resources at the university to improve accessibility to cutting edge genomics infrastructure working with UQ Genomics Innovation Hub and other facilities in UQ and UQ/AGRF for the incubation of novel technologies and methods.

Working with the joint UQ facilities housing state of the art sequencing capabilities (e.g. equipment, Illumina 4000, MiSeq, Pac Bio Sequel) the role seeks to maximise provision of UQ’s equipment capabilities to enable the most advanced and promising methodologies developed at UQ, to provide a state of the art service to the UQ genomic research community.

This unit is operated independently of any faculty or school with the coordinator reporting to the Director of Research Infrastructure and the Director of Genomics.

**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](http://www.uq.edu.au/current-staff/working-at-uq)

**DUTY STATEMENT**

**Primary Purpose of Position**

The primary role of the Genomic Services Coordinator is to ensure that the UQ genomic research community as clients of the service, receive effective and efficient operation from across all genomics facilities particularly including UQ Genomics Innovation Hub and the UQ/AGRF. The co-ordinator will coordinate the UQ wide range of services to the researchers to maximise the scientific potential of genomics facilities. This role will play a key role in providing technical development as such this position will manage, develop & implement any new infrastructure and assist with the development of the standard operational procedures and Good Laboratory Practices for the facilities.

**Duties**

Duties and responsibilities include, but are not limited to:

**Coordination Responsibilities**

- Proactively establish relationships with UQ genomic researchers for information exchange and provision of technical advice to all users on appropriate technologies
• Assist the Director UQ Genomics & senior executive team with strategic planning in relation to the services
• Develop and provide operational reports for the services to the UQ Genomics Director and other senior management groups as required in UQ.
• Working with the UQ researchers, facilitate the use of the UQ Genomics Hub and the equipment & services of UQ/AGRF.
• Oversee the booking and usage tracking for the services
• Provide advice to technical staff involved in extractions, machine operations and library preparation and coordinate workflow scheduling

Infrastructure Management

• Provide advice on the management of computer based instrumentation and data management needs for the facility with the support of the UQ and external (e.g. AGRF) IT team(s) as needed
• Train staff and users on existing and new instrumentation and work with suppliers to ensure any new instrumentation is effectively deployed.
• Coordinate workshops to demonstrate the utility of services
• Coordinate demonstrations for potential new technologies and equipment for the services

Technical

• Work with internal and external genomic specialists to provide advanced services to users where existing expert services do not exist
• Advise on the development of novel techniques across the research breadth of UQ demonstrating ties with alternative technologies (data management, imaging etc).
• Develop and maintain a suite of both internal and externally sourced genomic services which can be provided to users in a timely manner
• Develop a collection of service SOPs for the operation of equipment and standard technical services
• Provide expert scientific advice on the latest genomic sequencing technologies advising all UQ genomics staff and researchers
• Where existing expertise is not present within the facility, work with experts in the field to generate the necessary know how or guide users to the appropriate resources for specialist applications
• Advise users in the development of specialised SOPs

Administrative

• Act as a spokesperson for the UQ Genomics community to actively promote the facilities to UQ researchers through workshops, promotion at internal professional development series and individually with users liaising with UQ Communications when required
• Work with the UQ finance team to ensure the accurate financial management of the UQ funds for the facilities.
• Oversee the instrument workload and advise User Group and UQ Genomic Innovation Hub Management of potential issues
• Work with the various Facility Managers to maintain the asset registry of UQ equipment in the Genomics service area
• Advise and participate in the development of a capital replacement plan for the facilities
• Advise on the development of grants for the upgrading of facility infrastructure as required
• Assist with coordinating access to the facility and ensure all users, service provision staff have the appropriate training
• Work with the Marketing and Communications teams at UQ Genomics and other agencies (AGRF and other genomic services providers) to ensure a website is maintained for the services and that information is accurate

**Occupational Health and Safety**

• Assist with maintaining a Risk Assessment database for the genomic services practices carried out and assist where appropriate in the creation of new protocols
• With the senior UQ genomics management team monitor the OH&S practices of the services to ensure UQ staff are following the appropriate procedures for maintain a safe working environment
• As appropriate ensure users of the service have the necessary regulatory approvals for work within the service provisions

**Service and Engagement**

• Develop and maintain competencies in existing and emerging genomic technologies in regards to processes and equipment.
• Be a positive, willing, contributing and adaptable member of the Facility
• Other duties, consistent with the level of appointment and the job family concerned, as directed by the supervisor
• Perform a range of administrative functions for the UQ genomics facilities
• Contribute to the processes that enable the academic team to manage the work of the Facility, including participating in facility decision-making and serving on Facility committees
• Foster the UQ facilities relations with UQ researchers, other researchers, industry, government departments, professional bodies and the wider community.

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
• 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 Director Research Infrastructure and assists with supervising the genomic services at UQ and of the UQ professional technical staff using the Facilities. There will be a strong liaison/reporting role with the UQ Director of Genomics.
**SELECTION CRITERIA**

**Essential**

- A PhD in a relevant discipline and subsequent relevant experience, or an equivalent combination of relevant experience and/or education/training
- Proven experience in next generation genomics sequencing techniques, genomics sample and library preparation, as well as experience coordinating a suite of genomics services
- Demonstrated ability to use genomic software, maintain standard and advanced genomics infrastructure and document procedures and outcomes.
- Demonstrated knowledge in application of genomic techniques to biomedical infrastructure and proven track record in the development of SOPs for procedural and equipment aspects of the lab
- Ability to work collaboratively and establish collaborative networks in the field of genomics
- High level interpersonal and communication skills and ability to prioritise own workload, work independently and meet deadlines.

**Desirable**

- Ability to developed industry liaisons and professional contacts and a desire to produce high-quality genomics services to advance research projects.
- Experience in liaising and collaborating with external agencies to develop co-operative research initiatives.
- High level of personal motivation and initiative, with a keen interest in facilitating the uptake of emerging genomics technologies

---

**The University of Queensland values diversity and inclusion.**

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applications are also encouraged from women.

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