POSITION DESCRIPTION

Position Title: Floor Manager
Organisation Unit: Institute for Molecular Bioscience
Position Number: NEW
Type of Employment: Fixed-Term, Part-Time
Classification: HEW Level 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 (45), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). UQ again topped the nation in the prestigious Nature Index, and our Academic Ranking of World Universities result in the field of Life and Agricultural Sciences is 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 $11 billion+ (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.

Organisational Environment

The University of Queensland’s Institute for Molecular Bioscience, located on the main University campus, is Australia’s leading biosciences research institute. Established in 2000, the Institute is home to over 420 staff and is located in thriving Brisbane, a city consistently ranked as one of the world’s most vibrant and liveable cities.

The Institute, ranked in the Top 20 globally for life sciences research, pursues a multidisciplinary approach to solving some of the world’s most serious challenges in the fields of health, disease and sustainable solutions for our cities, fuels and foods. The Institute is housed in a single building and is organized into technological platforms (Divisions) and research themes (Centres). The Divisions support state-of-the art facilities including the Centre for Microscopy and Microanalysis, which houses new cryo-electron microscopes; the NMR facility containing 500, 600 and 900 MHz machines; the Mass Spectrometry Facility accommodating a wide array of instrumentation; suites for work with a variety of model organisms; a plethora of next generation DNA sequencing technologies and the southern hemispheres leading program in complex genetic traits. The Research Centres accommodate 36 groups using a combination of genomics, chemistry and cell biology to take life science discoveries from the genome to drug design and application in the areas of antimicrobial resistance, inflammation, pain, cardiovascular disease and rare and developmental diseases.

The quality of our internationally recognised researchers underpins our research excellence. Over the past five years, our group leaders have attracted nearly $250 M in research funding. They have leveraged funding from over 40 different national and international research sponsors including significant support from federal and state government sources. The success rate in federal funding schemes is amongst the highest in all of Australia. The accomplishment of our staff is reflected by the consistent contribution they make to the prestigious Nature science index and by the fact five are listed in the prominent 2018 Clarivate Highly Cited Researchers List.

A cornerstone of the Institute is the strong emphasis on ensuring our discovery science has impact by translating our research discoveries to meet industry, community and clinical needs. The Institute has generated more than 30 patent families and has spun out multiple companies. The impact of our work is illustrated by two biopharmaceutical companies founded in the Institute, Protagonist Therapeutics Ltd and Inflazome Ltd. The former company entered into a $1 B worldwide agreement to co-develop a drug for inflammatory bowel disease and the latter recently received $70 M to develop treatments for inflammatory diseases. Our ambition to strengthen our translational portfolio continues.

IMB’s research outcomes are protected and commercialised by UQ-owned technology transfer group UniQuest.
Information for Prospective Staff

The Institute recognises and values equity and diversity, and encourages applications from any individual who meets the requirements of this position irrespective of gender, sexuality, race, ethnicity, religion, disability, age or other protected attributes.

IMB strives to provide an inclusive working environment, and along with the University is committed to supporting staff with family and caring responsibilities by providing policies, programs and initiatives to help balance work and family responsibilities.

Specific initiatives at IMB can be found at [https://imb.uq.edu.au/about/equity-and-diversity-imb](https://imb.uq.edu.au/about/equity-and-diversity-imb)

Further 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

To provide general laboratory management to a research laboratory floor of the Institute for Molecular Bioscience, located in the Queensland Bioscience Precinct. And to provide specialist expertise to the Institute in one of the following areas: animal ethics, biomaterials/microscopy, chemistry or OGTR (Office of the Gene Technology Regulator) requirements.

Duties

Duties and responsibilities include, but are not limited to:

**Laboratory**
- Provide Floor inductions to all new staff, students and visitors.
- Manage PC3 accredited facility
- Coordination of laboratory supplies for the floor where appropriate.
- Project management of installation of complex equipment.
- Management of shared scientific equipment to ensure equipment is properly cared for and maintained.
- Assist research staff with documentation for GTR and Ethics submissions.
- Liase with Workshop, CSF and Animal House staff.
- Monitoring welfare and use of animals on the Floor.
- Coordination of approved shipping from Floor ensuring adherence to IATA guidelines for the packaging of dangerous goods.
- Maintain freezer/liquid nitrogen storage databases.
- Coordination of repairs, maintenance and servicing of equipment for the floor where appropriate.
- Liase with scientific company sales representatives.

**Occupational Health and Safety**
- Chair of the Floor Safety Committee.
- Maintenance of a Risk Assessment database for the laboratory practices carried out on the floor and assisting where appropriate in the creation of new protocols.
- Monitoring of other safety and OH&S systems including the use of PPE, waste management, chemical storage and radio-active isotope handling.
• Assist the Institute Safety Officer in conducting Laboratory Safety Audits.
• Act as Floor Fire Warden and First Aid Officer.
• Advise about responsibilities under the Act and the overall state of occupational health and safety at the workplace;
• Report identified hazards and appropriate risk control measures to the head of organisational unit;
• Assist in identifying appropriate training programs in occupational health and safety, in consultation with the OH&S Unit;
• Act as executive officer for the local workplace health and safety committee, if there is one;
• Conduct annual workplace audits to identify hazards and unsafe workplace conditions and work practices; and
• Where the WHSC is also a supervisor they are required, for the area under their supervision, to review the circumstances of work injury, illness and dangerous events, identify any corrective action and request any additional resources or assistance required to undertake this corrective action.

Administration
• Act as liaison between the research staff and the Institute’s Infrastructure Manager and Safety Officer, including providing after-hours contact.
• Coordination of room infrastructure to accommodate new staff and/or equipment.
• Allocation of desks/lockers/mailboxes.
• Maintain floor phone list/position/location database.
• Manage Floor Manager’s discretionary funds budget.
• Coordination regular Friday Seminar series and other meetings.
• Assets management and stocktake of Floor equipment.
• Assist Group Leaders with completion of DEETYA statistics.
• Obtaining equipment quotations for grant applications.
• Maintenance of copier and printer supplies for the Floor.
• Coordination of cleaning of Floor Kitchen to maintain sanitary conditions.

Training
• Provision of training for the use of specialised equipment such as ultracentrifuges, microscopes, and the like.
• Provision of training to new staff in isotope handling or other specific laboratory techniques.
• Coordination of external users access to equipment where appropriate.
• Assist the Institute Safety Officer in the induction and training of new Institute staff.
• Coordination of external users access to equipment where appropriate.
• Any other duties as reasonably directed by your supervisor.

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 of 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 Infrastructure Manager.
SELECTION CRITERIA

- BSc(Hons) in molecular biology, a related field of biology or chemistry, or an equivalent combination of relevant experience and/or education/training.
- Broad scientific and technical knowledge with some areas of specialist knowledge.
- Knowledge of research environment.
- Techniques in molecular biology and/or chemistry.
- Relevant experience and management expertise in a scientific role.
- At least 5-8 years experience in research environment in biology or chemistry.
- Ability to work in an efficient and well-organized manner under pressure.
- Capacity for forward planning and prioritisation of tasks.
- Methodical approach to problem solving.
- Ability to meet deadlines and follow tasks through to completion.
- Ability to interpret current legislation and apply to relevant work situations.
- Capacity to liaise effectively and relate well to research staff and students.
- Workplace Health and Safety Coordinator (WHSC) certification is desirable.
- Knowledge of relevant, OH&S, GTR and AQIS legislative requirements and university operating procedures is desirable.
- Specific equipment training highly regarded e.g. FACS analysis is desirable.
- First Aid skills and OH&S experience is desirable.

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 recruitment@uq.edu.au