POSITION DESCRIPTION

Position Title: Research Operations Manager
Organisation Unit: Faculty of Medicine, UQ Diamantina Institute
Position Number: 3042523
Type of Employment: Fixed Term, Full Time
Classification: HEW 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 (60). 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 $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.

Faculty of Medicine

The University of Queensland’s Faculty of Medicine is an internationally recognised provider of world-class education and research. The research-intensive Faculty has a gross budget of almost $300 million, employs approximately 1000 continuing and fixed-term staff (headcount), has a community of more than 4000 non-salaried academic appointees and around 3200 students (headcount).

The Faculty of Medicine offers Australia’s largest medical degree program for graduates and school-leavers. Undergraduate and postgraduate programs are available in the disciplines of Medicine, Health Sciences, E-Health, Mental Health, Biomedical Sciences and Public Health.

The Faculty possesses enormous strengths spanning research, teaching, industry engagement and clinical practice in disciplines ranging from the basic sciences, biomedical research and development, to clinical trials and public health. Research projects within the Faculty have already led to discoveries with far-reaching social and economic impacts, including the revolutionary Gardasil (TM) vaccine for cervical cancer (Professor Ian Frazer) and a drug discovery EMA401 (Professor Maree Smith), a first-in-class oral treatment for chronic pain which through Spinifex Pharmaceuticals led to Australia’s largest biotechnology commercialisation deal. Faculty staff include three highly cited authors, one Fellow of the Royal Society (FRS), three Fellows of the Australian Academy of Science (FAA) and 12 Fellows of the Academy of Health and Medical Sciences (AAHMS). The Faculty is a core member of Brisbane Diamantina Health Partners, the Brisbane-wide academic health science system.

Educational offerings in biomedical sciences, medicine and public health are informed and supported by research activity across a range of fundamental and clinical areas of importance including recognised strengths in cancer, skin diseases, brain and mental health, maternal and child health and genomics. Cutting-edge facilities such as the Herston Imaging Research Facility (HIRF), the UQ Centre for Clinical Research (UQCCR), our laboratories in the Translational Research Institute (TRI) and the new Centre for Children’s Health Research (CCHR) enable outstanding research outcomes and sharpen our understanding of cancer, autoimmunity, mental disorders, infectious diseases and neurological disease. Further details are available at www.medicine.uq.edu.au.

The University of Queensland Diamantina Institute

The University of Queensland Diamantina Institute was established in 2007 as the sixth research institute of The University of Queensland. The aim of the Institute is to develop a better understanding of the molecular and cellular basis of disease, and to translate that understanding into practical outcomes for patients. Based at the Translational Research Institute (TRI) at the Princess Alexandra Hospital teaching campus in Brisbane, the Institute has more than 300 researchers and students who work closely with clinicians in the areas of cancer, immunology, mental disorders, infectious diseases and neurological disease.

UQDI is the largest partner in TRI, and is building major programs in Immunology, Cancer and Genomic Medicine research, with a particular focus on research aimed at development
TRI is an Australian first and will see Australia play a leading role in international efforts to address a wide range of health issues. UQDI itself is an extremely well-equipped translational biomedical research institute, with outstanding facilities for research in animal models of disease including cutting-edge imaging technologies, human cell and molecular biology research in cancer and immunology, microbiology, and genomics research. Its close affiliation with clinical units at Princess Alexandra Hospital provides it with a significant strategic advantage in near-patient, translational research. UQDI is part of The University of Queensland, one of the top Australasian universities, and internationally is ranked in the top 100 universities in all major independent rankings. UQDI academics are part of a vibrant and highly successful academic institution optimising their chances of research success. Details of the research interests of academic staff may be accessed on the Institute’s web site at http://www.di.uq.edu.au/research.

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

This position is responsible for managing the shared facilities and the research equipment on all UQDI occupied floors at the Translational Research Institute as well as maintaining shared equipment to ensure streamlined efficiency. This position is a critical liaison between the UQDI Centre Manager and the TRI Scientific Support Team Members.

Duties

Duties and responsibilities include, but are not limited to:

Laboratory Services Management

- Liaise with Centre Manager, Institute Research Leaders and TRI Scientific Services to achieve effective operation of research laboratories and shared support facilities.
- Management of all UQDI core research equipment including scheduling, training, and servicing in coordination with the TRI Scientific Services Team, to ensure that such equipment is well maintained and supported, effectively used and appropriately housed.
- Co-ordinate access for external users to UQDI equipment.
- Manage the Institute records of chemical inventories and storage within each of the research laboratory groups.
- Manage the cryogenic storage and inventory of samples.
- Coordinate audits of equipment and Temperature Controlled Environments (TCE) holdings and registries for stocktake and insurance submissions.
- Organise, coordinate and oversee technical support and provision of laboratory services in coordination with the Centre Manager.
- Develop and maintain working procedures for technical aspects of laboratory services support including appropriate risk management policies and procedures.
- Plan and review laboratory services operating costs within budget.
- Provide advice to researchers who are engaged in scientific research programs on matters related to procurement and use of research reagents and equipment.
- Manage the procurement process for general access and major equipment, and manage the subsequent installation and commissioning.
• Coordinate infrastructure requirements to accommodate new staff and/or equipment.

**Occupational Health & Safety**

• Coordinate with the Faculty OHS Manager and TRI Workplace Health and Safety Team to manage and report identified hazards and appropriate risk control measures to Centre Manager UQ OH&S Division as appropriate, and ensure required action is taken.
• Participate in the local TRI workplace health and safety committee as a UQDI representative.
• Coordinate with the Faculty OHS Manager and TRI Workplace Health and Safety Team to undertake annual workplace audits to identify hazards and unsafe workplace conditions and work practices; determine and monitor implementation of appropriate corrective actions, and assist to ensure they are undertaken.

**Regulatory Compliance**

• Coordinate interactions requiring approvals through regulatory bodies involving DAFF Biosecurity, OGTR and Radiation Health, acting as an Institute contact.
• Coordinate Biosecurity import permits and variations with the Department of Agriculture and Water Resources, supporting the Centre Manager in submissions.

**Staff Management and Stakeholder interaction**

• Develop and foster relationships with key internal and external stakeholders.
• Interact with the TRI facilities staff and attend users group meetings from the laboratory floors and TRI Core Facilities to provide input and updates to the Centre Manager and Director.
• Work closely with the Faculty OH&S Division, TRI Scientific Services Team and Research Staff to ensure University and statutory obligations and duties are met.
• Work closely with the TRI Scientific Services Team to coordinate activities and support for UQDI within the TRI Core Facilities.
• Foster a strong team oriented and customer service focused and value adding orientation amongst team members by modelling behaviours integral to good people management practice.

**Administration**

• Manage the efficient use of UQDI research space in coordination with the Centre Manager.
• Develop and implement guidelines and processes to enhance efficiency and contribute to a positive experience for undergraduate and HDR students based within the Institute.
• Assist the Centre Manager with the preparation and distribution of data and reports to the Faculty, and other reporting bodies.
• Assist the Centre Manager in implementing Institute and Faculty wide initiatives.
• Other activities as required which support the Institute.
• 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:
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 Centre/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 UQDI Centre Manager.

SELECTION CRITERIA

**Essential**
- BSc (Hons) in Biology, Molecular Biology or other allied health field and 4-5 years of experience in a research laboratory, or an equivalent combination of relevant experience and/or education/training.
- Experience in managing laboratory operations or managing a specialist research support team providing scientific services within the life science area.
- Highly developed computer literacy skills including an advanced knowledge of MS Office applications and software applications used in operation of advanced technology research instruments.
- Well-developed analytical and problem-solving skills in order to identify issues and risks, develop solutions to problems and the ability to develop new systems and innovative solutions.
- Significant knowledge and ability to interpret and apply University, OGTR, Radiation, DAFF Biosecurity, Dangerous Goods, OH&S policies and procedures, and legislative requirements.
- Demonstrated ability to work with a variety of stakeholders, including research staff and students, in the running of the Institute
- Demonstrated experience in a commitment to excellence in client service, with the ability to work collaboratively with both support and academic staff and students.
- 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
- Possess a high level of verbal, written and interpersonal skills as demonstrated in the ability to provide authoritative advice, relate to as well as influence a wide variety of management, staff and external parties and communicate with people at all levels.

**Desirable**
- Post-graduate qualification in a relevant field
- Knowledge of University’s administrative systems and policies and procedures. Knowledge of university operating procedures.
- Experience in laboratory management
- Demonstrated capabilities in providing high quality customer service, systems improvement, project management and quality control.
Due to potential exposure to human and animal tissue this position may require selective vaccinations and periodic health surveillance

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 full-time position; however flexible working arrangements may be negotiated.