POSITION DESCRIPTION

Position Title: Facility Manager (Integrated Physiology Facility)
Organisation Unit: School of Biomedical Sciences
Position Number: 3034822
Type of Employment: 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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 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.

Organisational Environment

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.

School of Biomedical Sciences

The University of Queensland School of Biomedical Sciences is a distinguished centre for teaching and research in the academic disciplines of Anatomy, Developmental Biology, Physiology, Pharmacology and Pathology. The School has more than 40 full-time research and teaching staff and is one of the largest Schools of its type in Australia. It has links to other prestigious research centres on the St Lucia campus including the Queensland Brain Institute (QBI), the Institute of Molecular Bioscience (IMB) and the Australian Institute for Bioengineering and Nanotechnology (AIBN). Our diverse research provides an exciting
environment for national and international research fellows and higher degree students. It is concerned with advancing the understanding of how cellular mechanisms contribute to the function of the human body in health and disease. Details of the research interests of academic staff may be accessed on the school’s web site at [https://biomedical-sciences.uq.edu.au/](https://biomedical-sciences.uq.edu.au/)

In addition to its graduate research programs, the School teaches undergraduate students in Science, Medicine, and Health Sciences.

**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**

Manage the operational and strategic direction of the Integrative Physiology Facility (IPF) for the School of Biomedical Sciences. Key responsibilities include operational and strategic planning, provision of husbandry care, ethics, staff supervision, and support for researchers in all aspects of animal use in scientific research. The position is also responsible for managing business processes, carrying out client consultations, record keeping and data management, and for integration of activities with the University of Queensland Biological Resources (UQBR).

**Duties**

Duties and responsibilities include, but are not limited to:

- Manage and maintain advanced instrumentation in optimal working order, and schedule to meet the competing priorities of researchers and research programs in the School of Biomedical Sciences.
- Independently review and draft standard operating procedures to ensure compliance with University policy and statutory requirements, updating where necessary.
- Develop and enact procedures to ensure the safety of occupants in the Facility, including risk assessments, air sampling and testing, and provision of site inductions, training and supervision.
- As an authorised delegate in accordance with the exercise of Delegations under sections 179A and 265A of the Health (Drugs and Poisons) Regulation 1996 (“Drugs and Poisons Regulation”), carry out procurement, storage and issuing of restricted and controlled drugs within the IPF.
- Provide specialised advice and support to researchers, students and other clients in animal husbandry, ethics applications and surgical and reproduction techniques, and on the Facility’s advanced instrumentation.
- Apply specialised knowledge and skills in animal welfare support, including oversight of transfers, animal health assessments, administration of treatments, euthanising of species using a variety of methods, and performing necropsies as required.
• Manage and carry out business processes associated with the Facility, regularly review and benchmark prices, and engage with researchers to promote usage and viability.

• Achieve operational efficiencies and workload equilibrium through the effective deployment of support staff within the facility.

• Integrate work procedures with UQBR requirements including upkeep of animal management databases, monitoring AEEC numbers, maintaining the drugs register and overseeing the quarterly archival of facility environment samples.

• Other duties as reasonably directed by the position's management team.

**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 School Manager, School of Biomedical Sciences.
SELECTION CRITERIA

**Essential**

- Completion of a degree in a relevant discipline with at least 4 years of subsequent relevant experience; or an equivalent combination of extensive relevant experience and or education/training.
- Detailed knowledge of the legislation and codes of practice related to the care and use of animals in scientific research.
- Knowledge of the legislation relating to restricted and controlled drugs.
- Demonstrated knowledge and skills necessary for the running of a PC2 certified animal containment facility.
- Proven experience in rodent surgical and advanced reproductive techniques.
- Experience with complex animal monitoring systems used in research, for example, in radiotelemetry and or metabolic phenotyping.
- Excellent interpersonal skills including the ability to communicate effectively with clients and stakeholders by telephone, email and in person.
- Proven ability to prioritise own workload, work independently and meet deadlines.
- Appropriate computer literacy skills including the ability to use databases and browser based applications, and software associated with scientific instruments.

**Desirable**

- Management and administrative experience in a medium size animal facility in a research environment.
- Knowledge of UQ’s policies and procedures in OHS, risk assessment, incident reporting and on-line purchasing.

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