

POSITION DESCRIPTION

Position Title:	Floor Manager
Organisation Unit:	Australian Institute for Bioengineering and Nanotechnology
Position Number:	3014496
Type of Employment:	Full-time fixed term
Classification:	HEW Level 6/7 (Broadband)

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://uniquet.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 Australian Institute for Bioengineering and Nanotechnology (AIBN) is a dynamic multi-disciplinary research institute dedicated to developing technology to alleviate societal problems in the areas of health, energy, manufacturing and environmental sustainability. AIBN brings together the skills of more than 450 world-class researchers complimented by an extensive suite of integrated facilities, working at the intersection of biology, chemistry, engineering and computer modelling. With a reputation for delivering translational science, AIBN conducts research at the forefront of emerging technologies, and has developed strong collaborations with leading members of industry, academia and government. AIBN goes beyond basic research to develop the growth of innovative industries for the benefit of the Queensland and Australian economies.

Information about the Institute can be accessed on the Institute's web site at <http://www.aibn.uq.edu.au/>.

AIBN is committed to supporting the career growth of female researchers and have a number of initiatives to support females in developing and achieving a fulfilling research career at the institute. For more information, please visit our AIBN Women in Science web site at <http://www.aibn.uq.edu.au/women>.

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

Reporting to the AIBN Infrastructure Manager, the Floor Manager will be responsible for all aspects of managing the shared facilities and research equipment on the floor as well as maintaining shared equipment. The role will work closely with the other AIBN Floor Managers to coordinate activities and support throughout AIBN's research facilities. In addition, the role will work under the advisement and guidance provided by the AIBN's Occupational Health and Safety Manager. The role will as well work under the advisement of AIBN based researchers to ensure statutory obligations and duties are met with regards to OGTR, hazardous goods, DAFF Biosecurity, etc. This will be achieved through coordination of the research support activities on each floor and ensuring their smooth running with streamlined efficiency. The appointee will interact with the various facilities staff from the individual AIBN Research Groups and the facilities housed within AIBN, to coordinate AIBN and AIBN associated activities with those of the stakeholders.

Duties

Duties and responsibilities include, but are not limited to:

- Provide outstanding support to the AIBN researchers based on your floor and other relevant areas (e.g. external and offsite laboratories) and to provide advice to the AIBN Infrastructure Manager on matters regarding the facilities housed on your floor and act as a liaison between AIBN and its researchers.
- Database management (including data entry and maintenance) for desk allocations, equipment, OGTR, DAFF Biosecurity (formerly AQIS), Hazardous substances etc. This role involves interactions between all staff and commitment to excellence in customer service.
- Provide specialist expertise in the chemistry and/or biological fields to manage communal infrastructure and facilities, performance of relevant safety checks, ensuring appropriate OHS systems and procedures are implemented, maintaining current and implementing new standard laboratory operating policies, procedures and guidelines.

Specific responsibilities will include:

HEW 6	HEW 7
<p><u>Laboratory/Compliance</u></p> <ul style="list-style-type: none"> • Management of central AIBN laboratory equipment, including scheduling, supply of consumables, correct use of instrumentation, training and servicing. • Act as liaison between the research staff and the Institute's Infrastructure Manager and the OHS Manager, including providing after-hours contact. • Facilitate and record the movement of research equipment within the AIBN. • Maintain accurate equipment maintenance and repair records in compliance with OGTR and other regulatory requirements are maintained as well as ensuring any testing of instrumentation is carried appropriately. • Facilitate scheduling of NATA Certified testing regimes for AIBN: <ul style="list-style-type: none"> ○ biohazard cabinets ○ fume cupboards ○ balances, etc. 	<p><u>Laboratory/Compliance</u></p> <ul style="list-style-type: none"> • Management of central AIBN laboratory equipment, including scheduling, supply of consumables, correct use of instrumentation, training and servicing • Act as liaison between the research staff and the Institute's Infrastructure Manager and the OHS Manager, including providing after-hours contact. • Assist research staff with documentation for OGTR, Ethics, AQIS, updates and requirements. • Oversee the management of shared scientific equipment to ensure equipment is properly maintained, serviced and operated. • Manage the process for the installation of complex equipment. • Facilitate the implementation of testing regimes RCD, Biohazard cabinets, fume cabinets etc. • Monitor the use of laboratory space and provide advice to the Infrastructure Manager on space utilisation. • Manage the use of office space and desk allocation for the floor • Ensure that shipping and courier
<p><u>Administration</u></p> <ul style="list-style-type: none"> • Manage access process for their area, and others as required. • Act as the central contact point for maintenance staff and contractors. 	<p><u>Administration</u></p> <ul style="list-style-type: none"> • Manage access process for their area, and others as required. • Act as the central contact point for maintenance staff and contractors.

<ul style="list-style-type: none"> • Assist with stock-take of floor equipment and other stock take requirements (Chemicals) • Assist with costing of equipment purchases and repairs. • Maintenance and record keeping of databases, e.g. for equipment records, for Liquid Nitrogen storage, for induction and training. • Provide back up to the AIBN store person and Scientific Attendant as well as other AIBN infrastructure staff as required. • Liaise with company representatives, instrument engineers, students and postgraduate students ensuring excellent communication for training teaching and whenever there is disruption or down time for an instrument. 	<ul style="list-style-type: none"> • Manage the process for building repair alterations and requests. • Manage stock-take of floor equipment. • Assist with costing of equipment purchases. • Maintenance of databases and record keeping, e.g. for equipment records, for Liquid Nitrogen storage, for induction and training. • Provide back up to the AIBN store person and Scientific Attendant as well as other AIBN infrastructure staff as required • Liaise with scientific company representatives where required. • Ensure that communal areas such as wash-up areas, autoclave facilities, interaction zones, printer areas, meeting rooms and kitchens facilities are well maintained. • Coordinate infrastructure requirements to accommodate new staff and/or equipment
<p><u>Training</u></p> <ul style="list-style-type: none"> • Oversee provision of training for the use of specialised equipment. • Maintain a record of delivered training. • Co-ordinate external users access to equipment and facilities. • Assist the OH&S Manager with inductions and training and perform floor/laboratory inductions for new institute staff, students and visitors 	<p><u>Training</u></p> <ul style="list-style-type: none"> • Oversee provision of training for the use of specialised equipment. • Maintain a record of delivered training. • Co-ordinate external users access to equipment and facilities. • Assist the OH&S Manager with inductions and training and perform floor/laboratory inductions for new institute staff, students and visitors
<p><u>Occupational Health and Safety</u></p> <ul style="list-style-type: none"> • Assist research staff undertaking Risk Assessments. • Act as Floor Fire Warden and First Aid Officer. • Maintain up to-date best practice OH&S requirements. • Maintain mandatory and relevant training to the position. • Ensure correct observation of OH&S systems including the use of PPE and correct waste disposal requirements, chemical storage and radio-active isotope handling. • Monitor OHS requirements, and to follow the direction and advice of the OHS Manager in addressing OHS concerns. • Assist the Institute's OH&S Manager with 	<p><u>Occupational Health and Safety</u></p> <ul style="list-style-type: none"> • Assist research staff undertaking Risk Assessments. • Act as Floor Fire Warden and First Aid Officer. • Maintain up to-date best practice OH&S requirements. • Maintain mandatory and relevant training to the position. • Ensure correct observation of OH&S systems including the use of PPE and correct waste disposal requirements, chemical storage and radio-active isotope handling. • Monitor OHS requirements, and to follow the direction and advice of the OHS Manager in addressing OHS concerns. • Assist the Institute's OH&S Manager with

internal laboratory safety audits

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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 responsibilities and procedures](#) OH developed by the University or Institute
- 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](#)

SELECTION CRITERIA

HEW 6	HEW 7
<p><u>Essential</u></p> <ul style="list-style-type: none"> • Bachelor of Science (Honours) in a related field of chemistry, biology or biochemical engineering; OR an equivalent combination of relevant experience and/or education/training. • Broad technical knowledge of scientific instrumentation. • Knowledge of research environment. • Techniques in Molecular Biology, Chemistry or Engineering. • Effective written and oral communication skills. • Relevant experience and management expertise in a scientific role. • Relevant experience in biology or a chemistry research environment or related fields. • Ability to work in an efficient and well-organised 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. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Senior First Aid Certificate • Knowledge of relevant OH&S, O GTR and DAFF Biosecurity legislative requirements and university operating 	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Bachelor of Science (Honours) in a related field of chemistry, biology or biochemical engineering; 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, Chemistry or Engineering, or biochemical engineering. • Effective written and oral communication skills. • Sound understanding of the fundamentals of mechanical, electrical and electronic equipment. • Relevant experience and management expertise in a scientific role. • Significant relevant experience is expected with a minimum of 2 years' experience in a role with similar responsibilities. • Experience in staff supervision • Experience in the development of policies and procedures. • Demonstrated ability to work with a variety of stakeholders in the running of a laboratory. • Ability to work in an efficient and well-organised 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. <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Workplace Health and Safety Officer Certification. • Knowledge of relevant OH&S, OGTR and DAFF Biosecurity legislative requirements and university operating procedures. • Specific equipment training highly regarded eg. FACS analysis. • First Aid skills and OH&S experience.

Training Plan

Training and development will be provided in each of the areas listed below. It is expected that the training plan will take between 2 and 3 years to complete, depending on the base level skills and experience of the incumbent.

Completion of the following training is essential for progression to HEW Level 7.

- You will be expected to have completed Staff Development Courses HEW 5 – 7 Supervisor of Professional Staff
- You will be expected to have completed OH&S Workshop Courses for managers and other applicable OH&S courses

Competencies required for progression to HEW 7 are:

- Show excellence at staff supervision.
- Demonstrated ability to work with variety of stakeholders in the running of a laboratory.
- Demonstrated responsibility and ability for preparation of policies and procedures in laboratories.
- Demonstrated ability in problem solving of laboratory issues
- Sound understanding of the fundamentals of mechanical, electrical and electronic equipment
- Demonstrated experience assisting research staff with documentation for OGTR, Ethics, AQIS, updates and requirements.

Experience

At least 2 years' experience operating in a research laboratory with similar role and responsibilities.

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 (<https://staff.uq.edu.au/information-and-services/human-resources/diversity>) 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