POSITION DESCRIPTION

Position Title: Laboratory Facilities Manager
Organisation Unit: Sustainable Minerals Institute
Position Number: 3035690
Type of Employment: Full Time, Fixed Term
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 (52), QS World University Rankings (47), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (65). 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 $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

One of the UQ’s eight research institutes, the Sustainable Minerals Institute (SMI) consists of some 240 staff and postgraduate students covering the areas of mining and geology, mineral processing, environment and rehabilitation, social responsibility, safety and risk, water and unconventional gas. SMI is industry-focused and consequently works with many leading global resources companies and many small-medium enterprises and suppliers. SMI interacts strongly with governments and community. A priority for SMI is the development of talent and providing an environment for successful and rewarding careers.

SMI was founded in 2001 and since its inception has established a reputation as a unique institution for integrated sustainable development research in the resource sector. SMI is a truly global institute with staff and students from around the world. SMI's people are also diverse in their discipline backgrounds, which range across disciplines including anthropology, geology, soil science, sociology, hydrology, environmental science, engineering and mine management.

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. SMI 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.


SMI comprises six major research Centres which are organised into pairs:

- SMI's Production Centres are the:
  - WH Bryan Mining and Geology Research Centre
  - Julius Kruttschnitt Mineral Research Centre

- SMI's People Centres are the:
  - Centre for Social Responsibility in Mining
  - Minerals Industry Safety and Health Centre

- SMI's Environment Centres are the:
  - Centre for Mined Land Rehabilitation
  - Centre for Water in the Minerals Industry

The W.H. Bryan Mining and Geology Research Centre (BRC) is one of the centres of the SMI and was established in 1991. SMI-BRC is known for practical innovation in mass mining and global leadership in deep mine development and operation. It has three complimentary applied research programmes that draw on expertise in geological and mining processes to target more accurate performance predictions for higher capacity mining, quantitative modelling of orebodies including variability and uncertainty for informed decision-making; achieving greater productivity from current mine to mill operations; and growing institutional capabilities in resource stewardship and advancing the discovery of deep, large ore bodies.

Information about the Centre may be accessed on their web site at http://www.brc.uq.edu.au
The Julius Kruttschnitt Minerals Research Centre (JKMRC) is a world-renowned research and postgraduate education organisation, located at Indooroopilly in Brisbane, approximately 7 km from the main University of Queensland campus. It was established in 1970, and now forms part of the University's Sustainable Minerals Institute.

The mission of the JKMRC is to deliver world-class, customer-focused education, research and technical services to the world minerals industry and allied sectors. The JKMRC has an international reputation for applied research in the areas of mineral processing and geometallurgy. It specialises in ore characterisation, mineral processing unit operations such as comminution and flotation, applied mineralogy, and the interface between mining and processing. Its emphasis on systems analysis by mathematical modelling and process simulations has led to major new methodologies in the design and optimisation of mineral processing operations. It works closely with the international minerals industry and with other research providers in Australia and overseas. It has graduated in excess of 200 Masters and PhD students, and won many awards for its research. It has a proven record of technology transfer through JKTech, which has significant experience in the commercial delivery of JKMRC research outcomes, particularly in simulation software and ore characterisation methodologies.

Further information on the JKMRC may be accessed via [http://www.jkmrc.uq.edu.au](http://www.jkmrc.uq.edu.au).

**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**

To provide specialist technical support and high quality laboratory facility management for SMI's Production Centres and JKTech's research activity in the laboratories, pilot plant and workshop.

**Duties**

Duties and responsibilities include, but are not limited to:

**Technical**

- Develop and maintain a full working knowledge of the methodologies and equipment utilised in the laboratories, pilot plant and workshop.
- Assist in the development of testing procedures and methodologies, including analysis of the quality and acceptance of existing procedures.
- Guide, support and supervise other technical staff, researchers and students in testing and development projects, test work, set up and technical/equipment training.
- Manage the procurement, maintenance, servicing, repair and calibration of laboratory equipment.
- Assist with preparation for external site work for JKMRC & JKTech Consulting projects.
• Perform laboratory and Pilot Plant Facility test work and generate reports

Safety and Administration
• Develop a proactive safety culture and implement continuous improvement.
• Ensure a high level of risk management, including risk analysis reporting and risk control.
• Ensure staff and students are trained in plant and equipment operation, Safe Operating Procedures, Risk Assessments and safety processes.
• Ensure a high standard of occupational health and safety standards and systems, including inductions, supervision, equipment training registers, administration of Chemical Inventories, reporting and investigating injuries, incidents and hazards.
• Ensure safe design principles are applied to plant designed and manufactured in (or for) the Laboratories.
• Participate on the institute Safety Committee
• Works within the bounds of the operational budget for the laboratories, including procurement of consumables, personal protective equipment, supplies and scientific and equipment.
• Supervision of casual laboratory/pilot plant support staff and any direct reports.
• Ensure a high standard of laboratory housekeeping, waste disposal, sample storage and management and chemical inventory management is implemented.
• Liaise with internal and external JKMRC and JKTech clients.
• Supervise the use of mobile plant, including pre-starts, log book hours for forklift and overhead crane operators.

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 institute’s Health, Safety, Wellness & Facilities Manager.
SELECTION CRITERIA

Essential

- A degree in Metallurgical/Chemical engineering or a related area with subsequent relevant experience or an equivalent combination of relevant experience and/or education/training
- Relevant experience in a scientific role, in a research environment in metallurgy/chemistry or minerals processing, including high level experience using and maintaining laboratory equipment
- Demonstrated understanding of OH&S principles and practices (including risk assessments and reporting), with the ability to interpret current OH&S legislation and apply to work situations
- Experience in laboratory data analysis and attention to following correct procedures and maximising quality of work, including good data management procedures
- High level written and oral communication skills
- Demonstrated ability to work independently and as part of a team and to liaise effectively and relate well to research staff and students

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 the contact person listed in the job advertisement.