POSITION DESCRIPTION

Position Title: Floor Manager
Organisation Unit: Institute for Molecular Bioscience
Position Number: 3007690, 3007691, 3007721, 3008206, 3017621, NEW
Type of Employment: Full-Time, Fixed-term
Classification: Hwe 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 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

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 livable 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 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 corner stone 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.

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).

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**

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

**Duties**

Duties and responsibilities include, but are not limited to:

**Scientific and Technical Support Services**

- Manage building, floor and equipment access including providing floor inductions to all new staff, students, visitors and contractors, monitor up-to-date training records, and ensure ongoing compliance.
- Procure and maintain of laboratory supplies including compliance of storage databases.
- In conjunction with the Infrastructure Manager, manage the installation and movement of complex equipment and management of shared scientific equipment.
- Coordinate repairs, maintenance and servicing of equipment for the floor ensuring equipment is appropriately cared for and maintained.
- Conduct training for specialised equipment/facilities and laboratory techniques and identify training gaps.
- Ensure compliance of imports and exports including identifying Dangerous Goods and coordinate transportation through registered DG shippers, ensuring compliance to relevant guidelines such as IATA.
- Assist research staff in completing documentation or seeking specialist advice from UQ or local experts in areas such as OGTR, Ethics, UQ Biosafety and Radiation and human and animal ethics.
- Conduct routine and annual tasks such as stocktake and audits.
- General laboratory maintenance including chemical spill kit and first aid kit orders, equipment procurement, demolishing and storage of equipment and ensuring compliance chemical inventory and labelling.
- Ensure Hazardous Chemicals legislative obligations are met and liaise with the occupational health and safety manager where required to coordinate approvals for use and storage of specifically listed or scheduled materials.
- Build a stakeholder network and liaise regularly with internal and external clients.
• Monitor the welfare and use of animals.

**Occupational Health and Safety**

• Participate in workplace audits and conduct workplace inspections, develop corrective action plans and monitor their completion.

• Advise staff on the requirements to conduct risk assessments, assist staff in conducting risk assessments where required and provide advice to the occupational health and safety manager where new protocols are required.

• Assist with the implementation of new systems and processes as developed by the SSO and Inf M and conducting local training as required.

• Provide training and ensure compliance of OHS including the use of PPE, waste management, chemical storage and radio-active isotope handling.

• Conduct Laboratory Safety Audits for the relevant floor and collaborate with the OHS Manager and other Floor Managers to ensure consistency.

• Act as Floor Fire Warden and First Aid Officer

**Administration**

• Act as liaison between the research staff and the Institute’s Infrastructure Manager and Safety Manager, including providing after-hours contact

• General administration and maintenance tasks including allocation of desks and infrastructure, updating floor databases, maintenance of printer and first aid supplies, and coordination of routine cleaning.

• Participate on various committees and project teams in order to contribute to the strategic and operational objectives of the Institute and University

• Any other duties as reasonably directed by your supervisor.

This role is responsible for the provision of external services in a 24/7 environment such that after hours or weekend work is required.
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

- Degree in molecular biology, biology or biochemistry with 4 years subsequent relevant experience; or an equivalent combination of relevant experience and/or education/training.
- Broad scientific and technical knowledge with an area/s of specialist scientific knowledge.
- Demonstrated interpersonal and communication skills including the ability to liaise with a wide range of stakeholders.
- Demonstrated organisational, project management, and problem-solving skills including the ability to set priorities, meet deadlines, and work individually as well as part of a multi-disciplinary team.
- Knowledge of relevant legislation and University policies and procedures, or the ability to rapidly acquire this information and apply to a research environment.
- Workplace Health and Safety and First Aid certification are desirable.
- Knowledge of techniques in molecular biology, use of specialist laboratory equipment and understanding of GTR and AQIS legislation are 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 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.