POSITION DESCRIPTION

Senior Research Officer

Position Summary
The Centre currently analyses over 35,000 samples per annum using NGS technology. It utilises numerous library preparation procedures and operates several sequencing platforms. The Senior Research Officer is responsible for providing project planning and technical advice to clients across a variety of NGS methods, costing projects and preparing quotations. The position is also responsible for building strong client relationships while developing and streamlining the services he/she is responsible for. The position is also responsible for managing multiple concurrent projects and leading a dynamic team.

The position of Senior Research Officer reports to a Research Manager and has 2 direct reports.

Accountabilities
Specific accountabilities for this role include:

- Provide a broad range of expert technical and project planning advice to clients undertaking Illumina amplicon sequencing projects.
- Scope, risk assess, cost projects and prepare quotations for clients.
- Manage the Illumina amplicon sequencing service workflows and staff, ensuring resources are used effectively and contractual obligations are met.
- Independently evaluate the results of sample preparation procedures and initiate the progression of samples to sequencing as required to provide operational continuity.
- Independently evaluate the results of sequencing runs and ensure any data authorised for release to clients passes specifications as required to provide operational continuity.
- Research, develop and implement new methods/workflows for amplicon sequencing that will add value to
the Illumina NGS service and the Centre.

- Develop and maintain strong client relationships, with both external and internal stakeholders.
- Promote Centre capabilities and technologies by representing the Centre at professional events, conferences, seminars and workshops, and assist in the production of content for digital and social media.
- Quality assurance: Responsible for following the relevant quality procedures and processes in accordance with ISO/IEC 17025 and ensuring they are followed by direct reports.
- Perform other appropriate duties and responsibilities as assigned by the Director or Deputy Director of the Centre.
- Align with and actively demonstrate the UNSW Values in Action: Our Behaviours and the UNSW Code of Conduct.
- Implementing the UNSW Health and safety management system within your area of responsibility.
- Ensure hazards and risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility.

**Skills and Experience**

- PhD with a depth of subsequent relevant knowledge and experience in molecular biology and genomics OR an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- Demonstrated project management experience, specifically in the successful execution of genomic projects.
- Demonstrated experience in the provision of genomic services to clients.
- Excellent written and oral communication skills.
- Experience supervising and training staff.
- Demonstrated experience working in a regulated or accredited facility is desirable.
- Excellent organisation, analytical and problem-solving skills, with the proven capacity to work independently and meet deadlines.
- An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
- Ability and capacity to implement required UNSW health and safety policies and procedures.