Position Description

Laboratory Manager

Position Level
Level 7

Faculty/Division
Medicine

Position Number
ADMIN ONLY

Original document creation
September 2017

Position Summary
UNSW Medicine and Health is a national leader in learning teaching and research, with close affiliations to a number of Australia’s finest hospitals, research institutes and health care organisations. With strong presence at UNSW Kensington campus, the faculty have staff and students in teaching hospitals in Sydney as well as regional and rural areas of NSW including Albury/Wodonga, Wagga Wagga, Coffs Harbour and Port Macquarie.

Together, the Lowy Cancer Research Centre and Wallace Wurth Building accommodate 400 laboratory-based researchers and research students spread across 7 laboratory areas. Research and technical support services are shared between buildings and off-campus UNSW-managed facilities to provide logistics support, effective laboratory infrastructure, equipment maintenance and media preparation services.

The Laboratory Manager ensures the efficient and effective support of laboratory-based research, overseeing the safe and effective use of research facilities and equipment as well as providing support and training for researchers and laboratory users. This position is responsible for ensuring that the faculty’s research facilities, either on campus or off campus at UNSW-managed facilities, meet all obligations in terms of research regulations, laboratory practice standards and workplace health and safety procedures.

The role of laboratory Manager reports to the Research Infrastructure Manager and has no direct reports. Laboratory Managers located off campus at UNSW-managed Facilities, such as Teaching Hospital Clinical Schools, may be required to escalate complex and/or governance issues to the relevant Head of School.
Accountabilities

Specific accountabilities for this role include:

- Manage and oversee all operations in multi-stakeholder research facilities by providing expert operational, logistical, and technical advice and support to researchers and laboratory users, liaising with internal and external stakeholders as required.
- Lead by example to promote high standards of laboratory work practices and develop accurate safety documentation using WHS Monitor as required, including safe work procedures, risk assessments, laboratory operating procedures and other safety records.
- In collaboration with the Health, Safety and Environment Coordinator, work with laboratory researchers and supervisors to implement and comply with UNSW Medicine and Health’s WHS procedures and relevant laboratory safety inductions and training.
- In conjunction with supervisors and facilities management, develop and implement a routine preventative maintenance schedule for laboratory plant and equipment including budgeting, and arrange other repairs and maintenance on ad hoc basis as required.
- In consultation with the Research Group Head/Supervisor, manage and evaluate relevant training of staff and laboratory users, coordinate access to research facilities and equipment, and identify and implement new training needs in consultation with the Research Infrastructure Manager, Research Support Manager and Medicine WHS Coordinator.
- Work closely with the Research Infrastructure Manager and other research staff to maintain awareness of current and complex issues relevant to the safe operations of research laboratories, and actively contribute to the resolution of these issues.
- Contribute to a culture and continuous improvement by consulting with relevant stakeholders, evaluating existing infrastructure, service delivery, systems, policies, and procedures to identify opportunities for improvement.
- Manage and facilitate equipment grants and purchases for the benefit of UNSW Medicine and Health as well as manage equipment maintenance and associated insurance claims.
- Provide technical and logistical advice regarding research equipment and infrastructure, including procurement of research equipment in accordance with UNSW finance policies and procedures.
- Undertake other research-related projects as directed by the Research Infrastructure Manager or other senior research staff.
- Cooperate with all health and safety policies and procedures of the university and take reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

- Relevant tertiary qualification in a scientific or other relevant research-based discipline and relevant work experience in a similar role, or other equivalent combination of education, training and experience.
- Demonstrated extensive experience in the diverse aspects of managing the operations of a research laboratory, including provision of expert technical and logistical advice on research facilities, infrastructure, equipment, and instruments.
- Proven technical expertise in specialist areas aligned with laboratory operations and research activities, with proven ability to investigate, analyse and resolve complex technical, operational, and logistical issues.
• Proven ability to provide instruction and training to others in the safe use of laboratory equipment and instruments, including safe laboratory techniques, risk assessments and safety procedures and equipment.

• Demonstrated ability to review and advise on the development of policies, systems, procedures, and guidelines relevant to research laboratories.

• Superior interpersonal, communication and negotiation skills, with proven ability to liaise with and influence a wide range of internal and external stakeholders.

• Superior organisational skills, with proven ability to develop and implement operational strategies and establish priorities, using initiative to achieve strategic objectives.

• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

• Desirable – Demonstrated experience in project management

Pre-employment checks required for this position

• Verification of qualifications