POSITION DESCRIPTION

Senior Research Officer

Position Summary
The Ramaciotti Centre for Genomics is a national infrastructure facility and a leader in the application and development of genomics in Australia. It is the largest genomics facility at any Australian University and is comprehensively equipped with the latest next-generation sequencing technology, with expression analysis platforms and high throughput microarray systems. The Centre’s purpose is to deliver high-quality genomic data to its clients and position UNSW as a leader in the field of genomics.

The Centre currently analyses over 75,000 samples per annum using next-generation sequencing (NGS) and 43,000 samples by other genomic technology. It utilises numerous library preparation procedures and operates several sequencing platforms. The Centre holds NATA ISO/IEC 17025 accreditation.

The Senior Research Officer is responsible for managing the Centre’s accredited Illumina client-prepared library (CPL) NGS service, including providing project planning and technical advice to clients. The successful applicant is required to build strong client relationships and to develop and improve the accredited CPL workflows. The staff member is also responsible for maintaining the Centre’s quality system, providing support to the Quality Manager and ensuring that staff conforms to NATA procedures on a day-to-day basis.

This role requires an individual with strong organisational skills, a high attention to detail and the ability to work with multiple stakeholders.

The role of Senior Research Officer reports to the Deputy Director & COO and has 0 direct reports.

Accountabilities
Specific accountabilities for this role include:

- Provide expert technical and project planning advice to clients utilising the Centre’s accredited Illumina CPL service.
- Scope, cost projects, risk assess and prepare quotes for clients across the Illumina CPL service.
• Manage the Illumina CPL service, ensuring contractual deadlines are met.
• 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 maintaining the Centre’s quality system, providing support to the Quality Manager and ensuring that staff conforms to NATA accredited procedures on a day-to-day basis.
• Quality assurance: Assist and train staff with conducting internal audits and quality reviews in accordance with ISO/IEC 17025, including but not limited to investigations of deviations (non-conformance, corrective actions, change controls).
• Quality assurance: Responsible for following the relevant quality procedures and processes in accordance with ISO/IEC 17025.
• Support the Deputy Director with management of the UNSW Health and Safety system.
• 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.
• Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

• PhD with a depth of 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 experience in the provision of genomic services to clients.
• Excellent written and oral communication skills, with a high attention to details.
• Excellent organisational skills, with proven capacity to work independently and meet deadlines.
• Demonstrated experience working in a regulated or accredited facility.
• Working knowledge of quality system requirements.
• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
• Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document
This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.