POSITION DESCRIPTION

Laboratory Manager (Research)

Position Summary

The Laboratory Manager (Research) position is responsible for the operational management and development of research laboratories in the School of Chemistry. Working closely with researchers, Estate Management and contractors, the incumbent will provide stewardship of School research laboratory infrastructure, instruments and equipment. High-level technical support for infrastructure projects, procurement of complex scientific equipment and strategic planning is a focal aspect of this position. The Laboratory Manager (Research) is required to take leading role in the management of WHS in the School, ensuring compliance with UNSW protocols and procedures and developing and implementing School safety processes.

The role of Laboratory Manager (Research) reports to the School Manager and has 2 direct reports.

Accountabilities

Specific accountabilities for this role include:

- Independent management of research laboratories including but not limited to the coordination of efficient day-to-day management of equipment, infrastructure and services as well as the planning, maintenance, authorisation of access and scheduling of operations.
- Manage the research lab operating budgets and assist in the preparation of the school’s budgeting process in relation to research laboratories.
- Liaise with UNSW Estate Management regarding building infrastructure repairs and maintenance.
- Provide leadership and direction to School Technical staff to deliver high quality service supporting the school’s research programs, managing ongoing performance and career development of the team.
- Allocation of duties and the day-to-day management of staff and student requests in the laboratories.
• Provide specialist technical knowledge and advice to the Head of School relevant to long-term strategic planning for laboratories in relation to current and future trends in research infrastructure and methods.
• Drive a culture of continuous improvement, evaluating existing equipment, infrastructure, service delivery and training, as well as systems, procedures and protocols, and maintaining knowledge of current and future trends and technologies, to identify opportunities for improvement.
• Provide recommendations for new methodologies and solutions to the School Manager/Academics and implement change.
• Manage the School’s relationships with neighbouring schools and centres in shared buildings, ensuring a productive collegial approach to responsibilities for operational effectiveness and safety.
• Take a leading role in the implementation of WHS for the School including, develop and implement risk management protocols and monitoring compliance.
• Ensure compliance by laboratory users with School and University policies on Work Health and Safety requirements. Provision of policy advice and collaboration with School and Faculty WHS Officers and laboratory supervisors and staff to this end.

Skills and Experience
• A degree in a Chemistry or related discipline area.
• Extensive experience in the technical management of research facilities.
• Demonstrated experience in the policy, planning, operation, and maintenance of research laboratories.
• Extensive experience managing, coaching, and developing staff.
• Demonstrated expertise in the operation and maintenance of equipment and infrastructure used in the laboratories.
• Superior organisational skills, with proven ability to establish priorities for self and others.
• Excellent communication and teamwork skills, with a focus on understanding and communicating concepts and policies to staff, postgraduate students, undergraduate students, and visitors.
• Demonstrated ability to support and advise researchers and students on the technical aspects of laboratories and the design, development, and conduct of experiments.
• High level of analytical and problem-solving skills, with a demonstrated ability to consider and make informed decisions regarding experimentation issues.
• Demonstrated dedication to continuous improvement through long-term planning and expansion of laboratory policy and facilities.
• Ability and capacity to direct and monitor the implementation and effectiveness of the safety management system.

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.