The Integrated Acute Services Building (IASB), located in the Prince of Wales hospital at Randwick, forms part of the Randwick Health and Innovation Precinct (RHIP), supporting health research and education. The IASB wet labs are managed as a centralised research support facility through the UNSW Mark Wainwright Analytical Centre.

The Laboratory Manager will manage the operations and actively contribute to the development and implementation of practices and procedures to support the research activities of new multi-user PC2 wet lab facilities, in Integrated Acute Services Building (IASB). This position will contribute to the overall operations of the IASB laboratories, including general laboratory housekeeping, waste management, user inductions, training, supervision and stakeholder engagement. The position will have primary responsibility for managing a PC2 lab.

The role reports to the Senior Operations Manager, IASB and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Manage the day-to-day operations in a multi-user PC2 laboratory by providing expert operational, logistical and technical advice and support to 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, including general safe work procedures, risk assessments, laboratory operating procedures and other safety records as required.

• Work with the Research Manager to develop and implement guidelines, processes and procedures that align and support the research activities of the new Integrated Acute Services Building (IASB) laboratories within the Mark Wainwright Analytical Centre, ensuring compliance with local and government requirements.

• Manage the PC2 lab including equipment maintenance, purchasing of consumables and equipment, and waste disposal. Manage equipment failures and facilitate any associated repairs or insurance claims.

• Assist with laboratory inductions and the training and supervision of lab users including research staff and students.

• Manage databases, including project and user registrations, access and training.

• Liaise with technical staff, laboratory users and other stakeholders as required, to implement and comply with UNSW's Work Health & Safety Procedures and ensure relevant laboratory safety inductions and training are adequately completed.

• Provide technical and logistical advice regarding research equipment and infrastructure, including procurement or relocation of research equipment in accordance with UNSW policies and procedures.

• Ensure hazards and risks are identified and controlled, for any tasks, activities or projects within your area of responsibility.

• Respond to critical user equipment alarms and other issues as required.

• Contribute to other Precinct and Analytical Centre activities as required.

• 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 & safety of yourself or others.

**Skills and Experience**

• Relevant tertiary qualification in biological/biomedical science or related discipline, or an equivalent level of knowledge gained through a combination of education, training or experience, and a range of management experience.

• Demonstrated management experience in a biomedical lab environment and an understanding and implement the requirements around laboratory operations including AS2243.1 and OGTR certification.

• Experience working with a range of computer systems and applications, such as Laboratory Information Management Systems and WHS Management Systems.

• Excellent written and verbal communication skills, with a high level of attention to detail for deliverables produced.

• Excellent time management skills, with a demonstrated ability to respond to changing priorities, manage multiple tasks and meet competing deadlines by using judgement and initiative.

• Sound influencing and consultation skills and proven ability to interact effectively with diverse stakeholders.
• Demonstrated ability to work collaboratively and productively within a team, but also to take initiative and work independently while managing competing demands.

• An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.

• Knowledge of health & safety (psychosocial and physical) 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.