



# Manager MATF

<b>Department/Unit</b>	Monash Antibodies Technologies Facility (MATF)
<b>Faculty/Division</b>	Faculty of Medicine Nursing and Health Sciences
<b>Classification</b>	HEW Level 9
<b>Work location</b>	Clayton campus
<b>Date document created or updated</b>	June 2017

## Organisational context

There's a certain feeling you get from working at Monash University. It's the feeling that you're a part of something special. Something significant. So if you're looking for the next chapter in your career, it's here. You'll be given the opportunity to challenge yourself, build on your skills, and make a significant contribution to a workplace that's filled with energetic and inspiring people. Talent thrives here – and so do truly satisfying careers. Discover more at [www.monash.edu](http://www.monash.edu).

The **Faculty of Medicine, Nursing & Health Sciences** is the University's largest research faculty. World-class researchers work across disciplines including laboratory-based medical science, applied clinical research, and social and public health research. The faculty is home to a number of leading medical and biomedical research institutes and groups, and has contributed to advances in many crucial areas. Our expertise in life sciences and biomedicine is recognised both nationally and internationally. To learn more about the faculty, please visit [www.med.monash.edu.au/](http://www.med.monash.edu.au/)

**Monash Antibody Technologies Facility (MATF)** was established to provide high throughput custom antibody production to support the Research and Development needs of customers from all sectors of the life sciences – academia, government research institutes, small to medium sized biotechnology companies, and large pharmaceutical companies (both nationally and internationally).

MATF supports Monash's strengths in molecular, cell and developmental biology and provides services to all internal researchers but predominantly to those within the Faculty of Medicine, Nursing and Health Science and the Australian Regenerative Medicine Institute (ARMI) on a discounted fee-for-service basis. It offers unique capabilities worldwide with a fully automated facility and associated expertise – one of the only facilities to offer affinity-matured mouse-derived monoclonal antibodies in a truly high throughput fashion. In addition to core activities in mAb production, MATF provides additional services including the generation of powerful new antibody related assays with applicability in discovery research and drug development.

## Position purpose

The Manager is responsible for the operation the Monash Antibodies Technologies Facility (MATF) and of the robotics facility (RoboCore) under the supervision of the MATF Director. In addition to monoclonal antibody development and isolation, the position has a very strong client focus with the generation and promotion of research partnerships and substantial relationships with internal Monash University researchers and international collaborators. This includes direct communication with health professionals, medical research institutes, industry and government bodies and officials to promote the research capabilities and objectives of both facilities. Accordingly, the position requires the extensive experience in the technologies related to the monoclonal antibody production and automation of screening protocols to deliver innovative outcomes for the platform.

The position will entail substantial general management experience particularly in dealing with a range of specific customer requirements and staff providing high quality antibody research.

**Reporting Line:** The position reports to the Director - MATF, with broad direction and working with a considerable degree of autonomy

**Supervisory Responsibilities:** This position will include the direct supervision of 3.6 FTE Research Assistants members, and oversees training of staff and students utilising the platform facilities each month

**Financial delegation and/or budget responsibilities:** This position plays a primary role in managing the operation of multiple funds for the MATF and RoboCore which has a cumulative value of \$1 million dollars per annum

## Key responsibilities

1. To lead the development and implementation of the MATF and Robocore operational business model including service offerings
2. Lead the ongoing operation and management of MATF and Robocore including strategic / operational / business planning and management of operations, infrastructure, budget, resources and regulatory compliance to ensure effective operations of the highest-quality standards in relation to research services, training and education
3. Manage MATF and Robocore and lead a team of staff members including planning and allocating staff resources, developing, coaching and mentoring employees and managing performance to deliver consistent service outcomes and continuous improvements to key stakeholders
4. Development and ongoing revision of policies, procedures, practices and systems for MATF and Robocore including training and education programs ensuring alignment with Monash Technology Research Platforms Platform Quality Management System (PQMS), legislative, organisational and operational-efficiency needs
5. Build and sustain high-level relationships with an extensive network of colleagues, clients and stakeholders and use these to facilitate cooperation and deliver services aligned with stakeholder needs. This specifically includes: broader MTRP network and MTRP working groups, Monash research community and industrial partners and the Platform Advisory group
6. Provide evaluations and recommendations and advice for consideration of strategic decisions and opportunities for progression of the Platform
7. Direct and conceptualise programs of research and analysis in areas of functional specialisation, including making recommendations and coordinating regular high level business reporting
8. Keep abreast of developments, activities and protocols in the area of expertise through liaison with staff and peers, reading relevant literature and attending meetings and seminars and provide advice accordingly

## Key selection criteria

### Education/Qualifications

1. The appointee will have:
  - Post-graduate qualifications in a relevant discipline and extensive relevant experience; or
  - extensive management experience and proven management expertise; or
  - an equivalent combination of relevant experience and/or education / training

## **Knowledge and Skills**

2. Expert knowledge and a record of hands-on experience in monoclonal antibody development and characterisation
3. Extensive knowledge of laboratory procedures, including a wide range of laboratory techniques, practical requirements, safety procedures along with extensive knowledge of use and maintenance of both large and small items of laboratory equipment
4. Highly developed skills and experience in establishing priorities and meeting deadlines whilst working under pressure by using initiative or resolving issues to complex problems and business requirements that require innovative solutions
5. Extensive knowledge of stakeholder programs, policies and concerns, and the context in which their operations are relevant to the area of responsibility
6. Demonstrated technical and research expertise to effectively analyse information and produce clear, succinct reports and documents
7. Superior written and oral communication skills in dealing with a broad range of individuals, groups and organisations, including capacity to communicate ideas or concepts that are often complex and/or controversial with individuals at all levels in the organization and to external clients
8. Proven leadership skills relating to sourcing research funds from various granting bodies and an understanding of specific conditions/reporting requirement from same
9. An advanced knowledge of the University and the environment it operates within to enable understanding and consideration of long term organisational behaviours or the underlying problems, opportunities or political forces affecting the University both internally and in its relations with outside groups, organisations or government bodies

## **Other job related information**

- The position is based on Clayton and may require travel to other campuses as required
- There may be a requirement to work additional hours from time to time
- There may be peak periods of work during which taking of leave may be restricted

## **Legal compliance**

Ensure you are aware of and adhere to legislation and University policy relevant to the duties undertaken, including: Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Conflict of Interest (including Conflict of Interest in Research); Paid Outside Work; Privacy; Research Conduct; and Staff/Student Relationships.