POSITION DESCRIPTION

THE UNIVERSITY OF MELBOURNE

School of Physics
Faculty of Science

Laboratory Manager

POSITION NO	0045004
CLASSIFICATION	PSC 7
SALARY	$88,171 - $95,444 p.a. (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time
BASIS OF EMPLOYMENT	Continuing
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers, select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	John Pederick Tel +61 3 8344 6888 Email pederick@unimelb.edu.au *Please do not send your application to this contact*

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

Reporting to the Facilities and Operations Manager, the Laboratory Manager has overall responsibility for ensuring the efficient and effective operation of the Undergraduate Teaching Laboratories and Lecture Demonstration program in the School of Physics. This includes the management of the teaching technical support staff for the School, as well as oversight of the administrative procedures relating to the Undergraduate Teaching Laboratories and Lecture Demonstration Program.

The Laboratory Manager will be responsible for the development and management of the teaching support budget and equipment replacement schedules, as well as taking a proactive approach in seeking feedback from subject coordinators in relation to improving the practical and Lecture Demonstration program. This position is the technical staff representative for the Academic Program Committee (APC), and will be key in communicating and seeking endorsement from the APC. The incumbent will also support the Senior Technical Officer in leading the revision and rejuvenation of the practical and Lecture Demonstration program from a technical perspective. Playing an active role in coordinating the program of OHS and monitoring activities for the School, the Laboratory Manager will promote a continuous improvement and innovation strategy to ensure the safe and effective management of the School laboratories.

To be successful in the position, the incumbent requires significant technical expertise in the operation, maintenance and upgrade of laboratory facilities; management of financial resources; supervision of senior laboratory staff within the School; and provision of expert and professional analytical advice.

1. Key Responsibilities

1.1 LABORATORY AND LECTURE DEMONSTRATION MANAGEMENT

- Pro-actively contribute to the planning and direction of the Undergraduate Teaching Laboratories and Lecture Demonstration program by advising and providing recommendations relating to equipment, facilities, staffing and resources to the Facilities and Operations Managers, the Manager Strategy and Operations, and the Head of School - to be incorporated into annual operational plans and budgets.
- Coordinate and oversee that the technical staff team develop and maintain detailed technical and equipment manuals, and set up procedures for undergraduate laboratory and lecture demonstration subjects.
- Ensure all practical class experiments are trialled and tested to guarantee the quality of the practical teaching classes.
- Coordinate and schedule class/practical timetables and allocate staffing rosters, including tutorial casual staff, with special attention to minimising clashes and streamlining class sizes.
- Manage the maintenance and collation of records of demonstrating sessions through the technical offices.
- Manage and monitor all aspects of the budget allocated to undergraduate teaching and the Laboratory program, with regular reports to Facilities and Operations Manager, Manager Strategy and Operations, and Head of School.

- Develop a program of equipment replacement and, in consultation with the Manager Strategy and Operations, identify options for strategic procurement of goods/services.
- Represent the technical staff at the School's Academic Program Committee (APC) and liaise with the academic community of the School, and actively seek feedback from subject coordinators in relation to improving the practical and lecture demonstration program.
- Provide broad direction to the Senior Technical Officer (as the primary lead) to enable the implementation of recommendations in relation to improvements to the technical components of the practical and lecture demonstration program. Provide specific direction to other technical staff members to rejuvenate the practical and lecture demonstration program, as required.

1.2 HUMAN AND FINANCIAL RESOURCE MANAGEMENT

- Manage the technical teaching support team including recruitment, staff development, training, communication and information flow; fostering a cohesive sense of team work, and ensuring a culture of continuous improvement.
- Oversee the supervision and direction of casual demonstrating and tutoring staff in relation to all administrative and technical staff matters.
- Manage the financial operations of the Undergraduate Teaching Laboratories. This involves responsibility for the teaching laboratory budget.
- Overall responsibility for monitoring of the consumables, casual staff budget and equipment budgets for teaching support, (within broad policy guidelines), including the provision of proactive advice on budget matters to the Manager Strategy and Operations, and Head of School.
- Manage timetabling of undergraduate practical classes and allocate casual staff rosters.
- Oversee the preparation and organisation of materials needed for the undergraduate practical classes.

1.3 SAFETY

- With support from the School's OHS Committee, implement and embed a program for monitoring OHS requirements (including audit recommendations) for the School of Physics for teaching and research laboratories.
- Ensure all work practices and policies comply with current OHS requirements by interpreting audit requirements. Develop, define and implement appropriate policies and procedures in the undergraduate teaching laboratories.
- Deploy technical staff team members to assist with the implementation of OHS monitoring program and provide guidance to these staff to fulfil these duties.
- Provide accurate and timely advice to staff on OHS matters.
- Act as a member of School's EHS Committee and be responsible for the implementation of safety compliance in all Undergraduate Teaching Laboratories.
- Oversee the induction of all laboratory technical and demonstrating staff, and ensure that all aspects of the roles, from OHS to teaching and appropriate behaviour, are covered.

2. Selection Criteria

2.1 ESSENTIAL

- A degree in Science with a major in Physics or related discipline and subsequent relevant experience or an equivalent combination of relevant experience and/or education and training.
- Demonstrated experience in the operation and management of scientific laboratory facilities.
- Experience coordinating and scheduling of class/practical timetables and allocation of staffing rosters.
- Highly developed communication and interpersonal skills and a demonstrated ability to effectively interact with staff and students.
- Demonstrated ability to act with a client-focussed approach and deliver a high-quality level of service.
- A sound knowledge of budget planning and control processes.
- Highly developed organisational skills, ability to prioritise tasks, manage time effectively, and to exercise appropriate judgement when required.
- A high level of self-motivation and initiative, as well as an ability to work well in a team environment.
- Demonstrated high level of understanding and experience in environment and safety procedures.
- Proven ability to lead and motivate staff in a complex and changing environment, including experience in staff performance management and conflict resolution.

2.2 DESIRABLE

- Experience working within a tertiary education environment, preferably in Physics.
- First aid training.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Laboratory Manager is a key member of the professional team and works with a high degree of independence under the broad supervision of the Facilities and Operations Manager. This position is required to supervise and mentor the teaching technical staff.

The Laboratory Manager is responsible for the administrative planning and management of all the Department's activities, including quality, timelines and cost effectiveness of the student laboratory services provided.

The position will be responsible for the strategic development and coordination of the Department's activities through the provision of high level advice on process improvement to the Facilities and Operations Manager, who will provide guidance on the implementation.

3.2 PROBLEM SOLVING AND JUDGEMENT

The Laboratory Manager is required to identify and develop solutions to a wide range of complex problems, including:

- technical problems,
- financial and staff management issues, and
- recommend improvements to safety and other policies. Significant initiative is expected in the provision of advice and development of new policies and procedures.

The incumbent is expected to prioritise the workload and assign work to other technical staff.

The position requires the ability to exercise sound judgement when dealing with numerous and/or conflicting demands from different sources for allocation of time and resources.

The Laboratory Manager will be required to have excellent interpersonal and communication skills and critical thinking to contribute to the long-term planning for the needs of the Teaching Laboratories.

The incumbent deals with accidents/incidents that may occur in the laboratory and makes a judgement on the best course of action.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Laboratory Manager is expected to provide technical leadership to the teaching support staff. Expert technical knowledge is required in the operation of a wide range of complex scientific instrumentation, together with the ability to provide support and relevant training to staff.

The incumbent will possess a strong knowledge of physics; a working knowledge of the Health and Safety Policies and Procedures, with a working understanding of health and safety matters relating to lasers, and handling and storage of chemicals.

The Laboratory Manager will have an understanding of the School's structure and direction, and a broad understanding of the University environment. A good working knowledge of the University's Structure, Policy and Procedures is required.

The position requires a working knowledge of the Student Administration process, as well as knowledge of the University Student System and the timetabling system(s).

3.4 RESOURCE MANAGEMENT

The position is responsible for the management of budgets for the Level 1, Level 2 and Level 3 Undergraduate Teaching Laboratories. This includes budgets for casual salaries, equipment and consumables required to operate the teaching laboratories and lecture demonstration program.

The position will provide leadership, supervision and work priorities for technical staff, as required, and cultivate a culture of continuous improvement for the technical staff to ensure equipment and apparatus are available for use, and operate at the required standard.

3.5 BREADTH OF THE POSITION

The Laboratory Manager is responsible for ensuring all the Undergraduate Teaching Laboratories in the School and lecture demonstration operate seamlessly. The position participates in the implementation of the School's Safety Policies and Procedures, requiring a working knowledge of the Safety Legislation, Codes of Practice, and Regulations.

The position reports to the Facilities and Operations Manager, however, the Manager Strategy and Operations will require regular reporting with respect to resourcing matters associated with the teaching and laboratory budget.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

http://safety.unimelb.edu.au/topics/responsibilities/

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.1 SCHOOL OF PHYSICS

http://physics.unimelb.edu.au/

The University of Melbourne's School of Physics is one of Australia's leading Physics Schools. It has achieved this status through the high quality of its research and teaching programs. The School offers a wide range of physics subjects to undergraduate and postgraduate students. It is located in the David Caro building on the Swanston Street boundary of the University campus. The Head of School and the majority of the Professional staff are housed on the ground floor of the building to act as the first point of contact for students, staff and visitors. Currently some 25 academics, 23 teaching & research staff, 65 research-only staff, more than 95 postgraduate students and 72 associates supported by 32 professional staff make up the School. The School additionally hosts 2 ARC Laureate Fellow, 1 Thomas Baker Chair, 1 RAMAP Fellow, 1 ARC Professorial Fellow, 3 ARC Future Fellows, 1 McKenzie Fellow and 6 ARC Discovery Early Career Researcher. Skilled technical staff operate, maintain and develop complex instrumentation and equipment to support the teaching and research activities of the School.

The School currently performs research in the following areas: Astrophysics, Atomic, Molecular and Optical Physics, Experimental Condensed Matter Physics, Experimental Particle Physics, Material Science, Physical Biosciences, Theoretical Condensed Matter Physics and Theoretical Particle Physics.

The School of Physics hosts the ARC Centre of Excellence in Particle Physics at the Terascale and the Melbourne nodes of the ARC Centre of Excellence for Quantum Computation and Communication Technology, the ARC Centre of Excellence for Advanced Molecular Imaging and the ARC Centre of Excellence for All-Sky Astrophysics. The School also plays a major role in the Australian Synchrotron research program.

6.2 FACULTY OF SCIENCE

http://www.science.unimelb.edu.au

Science at the University of Melbourne is the most highly ranked Faculty of Science in Australia.* Science is defined by its research excellence in the physical and life sciences and is at the forefront of research addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

We have over 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research, which empowers our STEM students and graduates to understand and address complexities that impact real world issues and the challenges of tomorrow.

We aspire to engage the broader community with the impact that Science has on our everyday lives. Through the strength of our internships and research project offerings, our students are provided opportunities to engage with industry partners to solve real-world issues.

The Faculty of Science has over 40,000 alumni and is one of the largest faculties in the University comprising seven schools: BioSciences, Chemistry, Earth Sciences, Ecosystem and Forest Sciences, Geography, Mathematics and Statistics, and Physics.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs and home to numerous Centres.

Science manages more than $280 million of income per annum, with a staff base in the order of 220 professional staff, and more than 540 academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 7,500 undergraduate and graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science) with enrolments of approximately 6,200 students.

The Faculty of Science is a leader in research, contributing approximately $50 million in HERDC income per annum. The Faculty of Science is highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is currently growing its competitiveness and standing in the NHMRC space.

The Faculty of Science provides community services and industry partnerships based on a solid foundation of research in the pure and applied sciences. The Faculty has an endowment of approximately $50 million. The annual income from the endowment supports more than 120 prizes, scholarships and research awards.

* Figures from the latest available data for 2015, including published international rankings data.

6.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at http://about.unimelb.edu.au/careers.

6.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. http://about.unimelb.edu.au/strategy-and-leadership

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the

University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. http://research.unimelb.edu.au/our-research/research-at-melbourne

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

- Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.
- Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.
- Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

6.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at http://www.unimelb.edu.au/governance