



POSITION DESCRIPTION

School of Chemistry
Faculty of Science

Laboratory Manager

POSITION NO	0046372
CLASSIFICATION	PCS 7
SALARY	\$88,171 - \$95,444 p.a. (pro rata for part-time)
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full time or Part time
BASIS OF EMPLOYMENT	Fixed term for 24 months
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	Professor Paul Mulvaney Tel +61 3 8344 2429 Email mulvaney@unimelb.edu.au <i>Please do not send your application to this contact</i>

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

Position Summary

The appointee will join a multidisciplinary research team, with strong interactions with other research groups and institutions working within the ARC Centre of Excellence in Exciton Science (the Centre). The overall mission of the Centre is to examine and manipulate the way light energy is absorbed, transported and transformed in advanced molecular materials. The appointee to this position plays a pivotal role, leading and managing the overall safety and daily operations of the Nanoscience Laboratory. The appointee will be responsible for all aspects of the laboratory operation, including instrumentation and equipment, all researchers, students and visitors, and supplies to ensure the smooth operation of the laboratory. It is expected that the incumbent will be responsible for the development and testing of new ideas, doing proof of principle work and helping carry out industry contract work. There is capacity to publish novel research work.

1. Key Responsibilities

1.1 LABORATORY MANAGEMENT

- ▶ Manage the day-to-day operations of the Nanoscience Laboratory.
- ▶ Oversee laboratory safety, implement non-compliance procedures and ensure the lab remains in compliance with all regulations.
- ▶ Manage the purchasing, storage and inventories for all laboratory supplies.
- ▶ Review the research protocols of internal and external groups to remain up-to-date on what research projects are occurring in the lab.
- ▶ Ensure lab users have been trained in the correct use of lab equipment.
- ▶ Ensure that the laboratory equipment is operational and maintained.
- ▶ Liaise and collaborate with the Centre partners and industry, specifically on research projects.
- ▶ Be Involved in professional activities including, subject to the availability of funds, attendance at conferences and seminars related to lab management.

1.2 HUMAN AND FINANCIAL RESOURCE MANAGEMENT

- ▶ Provide technical guidance, advice and mentoring of postgraduate and undergraduate research students who work in the laboratory.
- ▶ Undertake administrative functions primarily connected with the appointee's area.

1.3 SAFETY AND COMPLIANCE

- ▶ Update and maintain the lab safety information and manuals.
- ▶ Communicate and enforce laboratory safety rules to all users of the lab.
- ▶ Be familiar with the regulatory requirements specific to the laboratory and ensure researcher compliance.
- ▶ Check risk assessment forms of other co-workers.
- ▶ Occupational Health & Safety (OH&S) and Environmental Health & Safety (EH&S) responsibilities outlined in section 4.

1.4 OTHER

- ▶ Attend meetings associated with the laboratory or the work of the organisational unit to which the research is connected and/or at School, Centre and/or Faculty meetings and/or membership of a limited amount of committees.

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A degree in a relevant discipline and/or equivalent mix of education and relevant experience.
- ▶ Experience in project planning, project coordination and project management.
- ▶ Demonstrated experience in a lab management role.
- ▶ Demonstrated organisational skills, time management skills and ability to work to priorities;
- ▶ Experience in safety audits, chemical ordering and lab maintenance issues;
- ▶ Excellent written and oral communication skills;
- ▶ Demonstrated problem solving abilities; and
- ▶ The ability to work effectively in a team.

2.2 DESIRABLE

- ▶ A PhD in Chemistry or equivalent;
- ▶ Experience in nanocrystal synthesis or time-resolved spectroscopy would be advantageous.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Laboratory Manager works under the broad direction of the Director, ARC Centre of Excellence in Exciton Science within the School of Chemistry, and is also expected to work independently, showing initiative and confidence in the preparation of documentation and materials with minimal supervision. The incumbent is responsible to prioritising their own day-to-day work and for liaising effectively with key academic, students, graduate researchers and professional staff. The incumbent is also expected to work collaboratively and collegially with other team members and is expected to coordinate business functions that will require supervision of students and graduate researchers.

3.2 PROBLEM SOLVING AND JUDGEMENT

Individual problem solving skills and the exercise of independent judgement are required in prioritising workloads, working to deadlines and exercising judgement to meet specified timelines and comply with standard practices. The incumbent is expected to be professional and show maturity and insight in solving problems given the collaborative nature of the work they undertake and to exercise discretion in determining what matters

require the direct attention of the Director, ARC Centre of Excellence in Exciton Science within the School of Chemistry.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent is expected to demonstrate knowledge of the operational needs of the Nanoparticle Laboratory team, and to apply academic and professional knowledge and skills to assess the best approach to a given task. The incumbent must have a sound understanding of the structure, research and teaching requirements of honours, graduate and research programs, knowledge of the Faculty of Science and key staff involved in the delivery of the research programs.

3.4 RESOURCE MANAGEMENT

The incumbent is expected to manage within budgetary constraints and to investigate and recommend cost-effective strategies where possible.

3.5 BREADTH OF THE POSITION

The Laboratory Manager will have a wide range of administrative capability working with complex processes and systems. The incumbent will liaise with a range of staff including professional and academic staff across the Faculty of Science as well as the broader University community.

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 CHEMISTRY

The School of Chemistry at The University of Melbourne is one of the largest and oldest in Australia with a distinguished history in teaching and research. The first lectures in chemistry in The University of Melbourne were given in 1856, only three years after the University was founded. Since then the School has grown and developed and there are presently over 2500 undergraduates enrolled in Chemistry subjects, with more than 150 BSc (Hons), PhD and MSc research students. Teaching and undertaking research in the School are 25 continuing research and teaching staff, and over 35 research only staff, supported by a team of technical and administrative personnel.

The School has an excellent international reputation in [research](#) and an outstanding record of achievement in attracting external [research funding](#). There is an ongoing program to keep its research facilities at world standard and to focus our research efforts. This has involved progressive upgrading of the School's laboratories, the purchase of state-of-the-art instrumentation and recruitment of academics with a strong research profile. In addition, we are building stronger links with other disciplines within the University and with other research institutions locally and internationally.

The School of Chemistry is a key participant in the [Bio21 Institute](#), a major world-class biotechnology initiative in Victoria. New purpose-built research laboratories for research groups in the School are housed in the Chemistry Building and the Bio21 Institute of Molecular Science and Biotechnology. This new development provides state-of-the-art facilities for researchers in a dynamic interdisciplinary environment.

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 50,000 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 \$290 million of income per annum, with a staff base in the order of 270 professional staff, and more than 580 academic staff.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling over 8,600 undergraduate and 2,440 graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science). The Faculty of Science is a leader in research, contributing approximately \$70 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 \$56 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>