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| **Position Title** | UWA Biorepository Manager |
| **Classification** | Level 9 |
| **School/Division** | Biomedical Science |
| **Centre/Section** | Medical Science & Genetics |
| **Supervisor Title** | Head of School |
| **Supervisor Position Number** | 316189 |
| **Position Number** | 322663 |

**Your work area**

The University of Western Australia undertakes clinical and pre-clinical research across a range of biomedical and health science-related fields. Much of this research is carried out by staff based in the Schools of Biomedical Sciences, Medicine and Human Sciences, in collaboration with adjunct staff within Perth’s Medical Research Institutes and Hospitals. As a function of this research, UWA researchers have established a variety of biobanks, sample repositories and cohort studies to facilitate the study of different diseases and conditions. Ongoing and planned research projects will inevitably generate further biosamples for storage and analysis.

The majority of UWA’s biobanked samples are stored in freezers dispersed across multiple sites within and external to the University’s facilities. Currently, systems and processes for managing, curating, sharing and harmonising UWA’s biorepositories are lacking, and the University and its partner organisations are unable to achieve the financial and operational benefits of efficient strategic infrastructure management, service provision and best practice implementation.

**Reporting structure**

Reports to: 1) **Head of School** (HOS; primary line management);

Dotted line to: 2) **Pro Vice Chancellor Research (PVC-R)**; 3) **Chair of the Research Infrastructure Committee (RIC).**

**Your role**

As the UWA Biorepository Manager you will oversee the review and consolidation of biobanking operations and infrastructure within the University and – in conjunction with the HOS, PVC(R), PVC(HMR), and RIC Chair, following consultation with stakeholders – lead the development of a strategic approach for accommodating, managing, growing and optimising UWA’s biorepositories.

You will also manage and promote the day-to-day activities of the WA DNA Bank, to ensure the continued viability and sustainability of the service to internal and external researchers. Specific activities include sample processing, inventory and maintenance of stock, asset management, customer liaison and reporting, facilities management, financial management and billing, business growth & development.

The position requires significant experience and qualifications in biosample processing, governance, and service. The position will provide efficient and appropriate solutions for UWA researchers (and others) and their proposed projects. Strong interpersonal skills are required to engage with and service customers and stakeholders and obtain consensus around strategic objectives. It is envisaged that the WADB operations will be expanded to become a central, viable, long-term core service for UWA and its health & medical research collaborators.

**Your key responsibilities**

* Undertake a review of UWA’s biorepositories and associated support, assets, and infrastructure to assess the current status, sustainability, and future needs of biobanking within the University.
* Consult with stakeholders within UWA (Technical Services, Schools, Research Institutes, Facility Managers) and externally (WA State Government, MRIs, Health Service Providers, Cohort Studies, National Biobanking Organisations e.g. ABNA) to develop a consensus-based, long-term, strategic plan aimed at ensuring a sustainable and operationally efficient biorepository landscape within the University.
* Review currently available biobanking LIMS packages and recommend a long-term biorepository LIMS platform, and develop a business plan for its procurement, implementation, and training.
* Contribute to the consultation and drafting of briefing notes, business plans and/or grant applications to support the above-mentioned biorepository development plans.
* Manage and monitor the WA DNA Bank’s processes, day-to-day activities and staff to ensure efficient functioning of the resource and generation of income; establish and manage its budget/PGs, allocate resources and report on expenditure to ensure the financial viability and stability of the core service.
* Engage with and present to key biobanking stakeholders and new/existing customers (internal and external) to grow the core UWA Biobanking business over the short-to-medium term as a model for the wider UWA Biobank.
* Provide annual progress reports to Line Managers and, where necessary, oversight/governance bodies and granting agencies etc.
* Other duties as required.

**Your specific work capabilities (selection criteria)**

* Extensive experience in managing large biosample collections or biorepositories.
* Relevant tertiary qualification in Science/Health/Medicine, with preference for post graduate qualification in either biobanking, a related biomedical discipline, or demonstrated equivalent competency.
* Demonstratable knowledge of biomedical research methodology, links to local and international biobanking networks and Good Clinical Practice (GCP) certification.
* Excellent organisational, interpersonal, verbal and written communication skills.
* Proficiency across a wide range of computing skills including word processing, spreadsheets, & databases.
* Able to work independently & productively, show initiative and problem-solve on behalf of the University and the WA DNA Bank.
* First-hand experience with state-of-the art LIMS platforms such as OpenSpecimen and the ARK.

**Desired capabilities**

* Significant experience of staff management and HR and finance-related queries/issues related to UWA
* Knowledge of the local ethics and governance landscape and other research governance requirements in a University and/or Hospital Clinical setting.

**Special requirements**

* Holder of a current Qualification of Biorepository Science (QBRS) from an internationally recognised biorepository organisation (ISBER).
* Current membership of the Australasian Biospecimen Network Association (ABNA).
* On call work regarding freezers and monitoring may be required.
* Occasional travel within the state may be required; own vehicle needed.
* Occasional weekend or after-hours work may be required.
* Current National Police Clearance.

**Compliance**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University’s Code of Conduct [hr.uwa.edu.au/policies/policies/conduct/code/conduct](https://www.hr.uwa.edu.au/policies/policies/conduct/code/conduct)

Inclusion and Diversity [web.uwa.edu.au/inclusion-diversity](https://www.web.uwa.edu.au/inclusion-diversity)

Safety, health and wellbeing [safety.uwa.edu.au/](https://www.safety.uwa.edu.au/)