

## POSITION DESCRIPTION

**Bio21 Institute**  
Faculty of Science

### Facility Manager (Metabolomics)

<b>POSITION NO</b>	0046966
<b>CLASSIFICATION</b>	Level C
<b>SALARY</b>	\$135,032 - \$155,698 p.a.
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Full-time (1.0 FTE)
<b>BASIS OF EMPLOYMENT</b>	Continuing (Research Contingent) This is an Academic Specialist position
<b>OTHER BENEFITS</b>	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	Name: Professor Malcolm McConville Tel: +61 3 8344 2342 Email: <a href="mailto:malcolmm@unimelb.edu.au">malcolmm@unimelb.edu.au</a> <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](http://about.unimelb.edu.au/careers)

## Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of country throughout Australia. The University recognises the unique place held by Aboriginal and Torres Strait Islander peoples as the original custodians of country and their continued connection to the land, waterways, songlines and culture. The University respects all Aboriginal and Torres Strait Islander People and warmly embrace those students, staff, Elders and collaborators who identify as First Nations.

## Position Summary

The Metabolomics Australia facility (MA) at the University of Melbourne (UoM) is Australia's largest open-access metabolomics facility. It is supported by funding from the National Collaborative Research Infrastructure Strategy (NCRIS) and UoM and is the hub for the larger MA network, comprising nodes at the Australian Wine Research Institute, the University of Western Australia and the University of Queensland. MA is collocated with other biological mass spectrometry and advanced omics platforms in purpose-built laboratories at the Bio21 Institute and provides advanced metabolomics services to Australian researchers from academia, industry and government.

The advertised MA Facility Manager position is for an Academic Specialist, who will be responsible for all operational aspects of the facility. The Facility Manager will report to and work closely with the Academic Lead and NCRIS Principal Investigator, Professor Malcolm McConville in developing strategic priorities of the UoM MA hub. The Facility Manager will supervise the performance of the MA technical and research staff and ensure that internal and external researchers have access to these facilities. The MA Manager will provide strategic leadership, through consultation with various internal and external stakeholders, involvement in relevant management/ infrastructure committees and major grant initiatives, to ensure that the facility remains at the forefront of developments in metabolomics. The MA Facility Manager will work closely with other platform managers at Bio21 and the University of Melbourne, and also establish close collaborative links with other Metabolomics Australia nodes, to advance the discipline and facilitate the development of new applications within MA.

### 1. Key Responsibilities

The position description should be read alongside [Academic Career Benchmarks and Indicators](#).

A level C academic has mastery of academic skills and excellent academic performance (meeting or approaching towards the benchmarks).

#### 1.1 RESEARCH AND RESEARCH TRAINING

You are expected to significantly contribute towards research, scholarship and/or teaching and will make independent and original contributions which expand knowledge or practice in your discipline and have a significant impact on your field of expertise.

- In collaboration with the Academic Lead and Senior staff, lead the development of advanced metabolomics technologies at the UoM MA node and application of these technologies across the biological and biomedical sciences.

- Contribute to and publish academic papers and other scholarly outputs to a high academic standard in accordance with the research expectations of the University of Melbourne.
- Actively participate in research seminars and conferences to disseminate research findings as opportunities arise.
- Contribute to the preparation, of research proposal submissions to internal or external funding bodies as relevant.
- Undertake administrative functions and obligations primarily connected with the staff member's area of research.
- Contribute to and assist in the training of research students.
- Engage with relevant professional and industry bodies and stakeholders to foster collaborative partnerships.

## 1.2 TEACHING AND LEARNING

- Where appropriate, contribute to teaching and/or training of undergraduate and post-graduate students.

## 1.3 LEADERSHIP & SERVICE

- Take responsibility for the management and operational aspects of the UoM MA Facility, ensuring researcher access, and management of projects undertaken by the facility.
- Be responsible for the management of MA staff and team structure, and undertake regular Performance Development Framework reviews as required by the University of Melbourne.
- Promote the implementation of ISO 9001 Certification quality management system at MA, monitor compliance with MA approved processes and procedures, review non-conformances and ISO 9001 documentation and records.
- Provide regular reports and high-level advice to the MA Academic Lead, the UoM MA Steering Committee and User Committee, regarding the day-to-day operation and long-term strategic aims of MA.
- Provide reports as required for the Melbourne Collaborative Research Infrastructure Program (MCRIP) and Bioplatforms Australia (BPA).
- Lead proposals for new equipment in MA considering the strategic goals of the MA facility and other Bio21 platforms.
- Develop and implement programs which ensure the longevity and optimum performance of MA equipment. This includes overseeing the negotiation of instrument service contracts with the equipment service provider/s.
- Provide high-level expertise, advice and assistance to MA users to undertake research projects using MA capabilities (in many cases on a collaborative basis).
- Acquire and analyse complex data at a high-level for MA client's research projects, and collaborate with MA clients on specific research projects, as required.
- Prepare and submit competitive research grants as required by MA clients and collaborators.
- Lead larger research initiatives involving collaborations on local, national and international levels and produce high quality research outcomes.
- Be responsible for establishing training programs for internal and external users.

- Be responsible for obtaining and addressing user feedback including through a User Survey.
- Promote the metabolomics capabilities of the facility including delivery of high quality presentations within and outside the University.
- Contribute to the development of strong links with other Australian and international metabolomics groups, including maintenance of collaborative projects with other MA nodes.
- Be responsible for adoption of safe work practices for all users and maintenance of appropriate safety and training records.
- Participate in outreach and engagement activities for students and visitors.

#### 1.4 PROFESSIONAL PRACTICE

- Be responsible for the operations of MA Facility, including adoption of safe work practices of staff and users, facility access and related agreements for all external users.
- Carrying out metabolomics analysis for internal and external projects as a fee for service.
- Lead the development and implementation of new methods on facility instrumentation for metabolomics analysis.
- Deliver appropriate and timely training for students, staff and external users in metabolomics analyses.
- Maintain a client base of users of metabolomics capability to foster collaborative partnerships.

#### 1.5 OTHER DUTIES

- Perform other tasks as requested by the MA Academic Lead.
- Actively participate in the University Professional Development Framework.
- Ensure an up-to-date record of University compliance courses, such as, but not limited to, Appropriate Workplace Behaviour, PDF for Staff and Supervisors, OH &S training courses.
- Occupational Health and Safety (OH&S) responsibilities as outlined in section 4.

## 2. Selection Criteria

### 2.1 ESSENTIAL

- A PhD or equivalent experience in science or engineering.
- Extensive experience and expertise in metabolomics/lipidomics and/or biological mass spectrometry.
- Extensive research experience in the use of metabolomics and mass spectrometry techniques to investigate complex biological systems.
- Demonstrated skills in staff management, strategic planning and problem-solving skills needed to manage MA at UoM.
- Demonstrated leadership skills and ability to high level advice to key stakeholders.
- Ability to deliver a quality service to clients, continuous improvement of the standard of service and manage metabolomics resources.

- High quality research publications in international peer-reviewed journals in a relevant research field.
- High-level interpersonal, communications skills and the ability to liaise with staff and research students, professional/ technical staff and clients from industry.
- Demonstrated ability to listen to others, actively contribute to the team, promote a harmonious team environment and demonstrate flexibility in adapting to team priorities.

## 2.2 DESIRABLE

- Demonstrated experience with implementing and maintaining a quality management system such as ISO 9001 Certification.
- Demonstrated experience actively promoting a technology platform and identifying opportunities to increase service income.

## 3. *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 Advancing Melbourne Strategy 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 Advancing Melbourne.

## 4. *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.

## 5. Other Information

### 5.1 BIO 21 INSTITUTE

The University of Melbourne's Bio21 Molecular Science and Biotechnology Institute (Bio21 Institute) is a multidisciplinary research centre, specialising in biomolecular science and medical, agricultural & environmental biotechnology.

Opened in 2005, the Bio21 Institute improves human health and the environment through innovation in biotechnology and related areas, driven by multidisciplinary research and dynamic interactions with industry. The Institute embraces commercialisation as a facilitator of innovation, skills development and economic outcomes. A key driver of innovation is the Institute's commitment to intellectual property protection, technology transfer and business incubation.

Accommodating more than 700 research scientists, students, industry participants and administrative staff, the Bio21 Institute is one of the largest biotechnology research centres in Australia.

Purposes are to:

- Achieve biotechnology innovation through multidisciplinary research, genomics and strategic alliances/collaboration with academia and industry
- Attract outstanding scientists and technicians
- Establish core platform technology facilities accessible to diverse scientific and industry communities
- Engage industry and nurture the commercialisation of discoveries
- Support start-up companies through business incubation and entrepreneurship skills development
- Contribute employable skills and prepare research students and post-doctoral fellows for leadership in industry
- Translate research into community benefits (educational and economic)
- Provide a forum for community debate and dissemination of information on emerging bioscience and technology issues.

Information on the Bio21 Institute can be found at: <http://www.bio21.org>

### 5.2 FACULTY OF SCIENCE

<https://science.unimelb.edu.au>

Science at Melbourne is a global leader across fundamental and impactful scientific research and education. Science begins with curiosity, and we are dedicated to understanding the universe from the level of sub-atomic particles to the solar system. We aim to be leaders who positively impact the community locally and globally, addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

Our strength is our breadth of expertise. We are the second largest faculty in the University comprising seven schools: Agriculture, Food, Forest & Ecosystems Sciences, BioSciences, Chemistry, Geography, Earth & Atmospheric Sciences, Mathematics & Statistics, Physics and Veterinary Science.

This depth of knowledge positions the faculty to better understand, explore and impact our world and humanity, within a truly comprehensive Faculty of Science.

We have more than 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. We aim to train students with the knowledge and intellectual flexibility to drive the industries of tomorrow and lead across all levels of society.

We offer a range of undergraduate, honours, graduate and research degrees; enrolling more than 11,500 undergraduate and 3,750 graduate students.

We are dedicated to delivering leading transformative educational outcomes, underpinned by research, and an inclusive and inspiring student experience.

Excellence comes in many forms and diversity of thought, perspective and disciplines is essential to deliver globally leading science. At the core of our success is our focus on an inclusive environment for all in our community. Our Faculty's focus on equity, inclusion and belonging is grounded in our endeavour to ensure we are best placed to advance research, teaching and serve diverse national and global communities.

As a Science community we sit across six of the University's seven campuses – Parkville, Dookie, Burnley, Creswick, Shepparton and Werribee. This reach provides us with a unique perspective that is beneficial to our teaching and research. It also means we can offer our students a greater variety of learning experiences and internships to engage with industry partners to solve real-world issues.

We are highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is also currently growing its competitiveness and standing in the NHMRC space.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI), the Indigenous Knowledge Institute and home to numerous Centres.

### 5.3 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>.

### 5.4 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of

education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.



Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.

We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.

We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

## 5.5 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>