

Position Title	Quality Assurance Manager
Classification	Level 8
School/Division	School of Human Sciences
Centre/Section	Australian Centre for RNA Therapeutics in Cancer
Supervisor Title	Director and Professor
Supervisor Position Number	313610
Position Number	322325

Your work area

The newly established Australian Centre for RNA Therapeutics in Cancer (ACRTC) at The University of Western Australia (UWA) facilitates collaborations between RNA innovators, oncologists, consumers, and patient advocates. The aim is to design, synthesise, test, and improve RNA products for cancer treatment. To support the ACRTC as well as local external customers, a dedicated RNA manufacturing facility called the **RNA Innovation Foundry** has been fully funded by the National Collaborative Research Infrastructure Scheme, the WA state government and UWA. The RNA Innovation Foundry focuses on manufacturing quality mRNA suitable for pre-clinical research that negates the need for individual laboratories to establish and maintain their own production. The facility will provide scale-up manufacturing capacity for RNA products to WA customers and support therapeutic research translation.

Reporting structure

Reports to: Director and Professor

Your role

As the appointee, you will play a key role in establishing and managing the Quality Management System (QMS) for RNA Innovation Foundry. You will provide Quality Assurance expertise to ensure compliance with the quality system, good manufacturing/laboratory practices and regulatory guidelines, as well as help investigate deviations and other quality issues. You also will work with colleagues across the facility to provide Quality Assurance advice for the compliant operation of quality processes and administer maintenance works and interventions that have the potential to affect product quality. While joining a small team to enhance the performance of the QMS, you will be working in a dynamic and innovative environment.

Your key responsibilities

Develop, manage and monitor the Quality Management System (QMS)

Supervise, train and manage staff ensuring safety and compliance with QMS requirements

Perform routine quality-related activities, such as coordinate and facilitate validation and Quality Control activities

Initiate and facilitate continuous improvement projects related to quality in conjunction with relevant managers

Facilitate and coordinate any corrective or preventative action prior to implementation

Manage communication with facility users and external parties regarding quality control issues or requirements (i.e. external laboratories, commercial suppliers, university authorities)

Supervise, train and manage staff, ensuring effective allocation of duties, high performance, safety, compliance and efficient technical operations

Train staff and students in protocols, procedures, techniques, methodologies and relevant analytical techniques

Other duties as directed

Your specific work capabilities (selection criteria)

Relevant tertiary qualification in Pharmacy, Chemistry, Microbiology, or Biochemistry or demonstrated equivalent competency

Demonstrated experience designing, implementing and monitoring a Quality Management System within a healthcare organisation, focusing on Quality Assurance

Demonstrated experience in technical writing for Standard Operating Procedures, manuals and other quality documentation

Demonstrated knowledge and understanding of change management and quality improvement principles

Excellent written and verbal communication skills, including the ability to consult and negotiate with a broad range of stakeholders

Proficiency in a range of Microsoft computing skills, including word processing, spreadsheets, databases, email and SharePoint

Excellent organisational skills with the demonstrated ability to manage projects, including planning and delivering outcomes within agreed timeframes

Ability to work independently, show initiative, problem solve and manage a small team

Special requirements (selection criteria)

Occasional interstate travel may be required

Compliance

Ensure you are aware of and comply with legislation and University policies.

To learn more about the Code of Conduct, see [Code of Conduct](#).

To learn more about Diversity, Equity and Inclusion, see [Diversity, Equity and Inclusion](#).

To learn more about Safety, Health and Wellbeing, see [Safety, Health and Wellbeing](#).