



Position Description

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| College/Division: | ANU College of Science / Health and Medicine |
| Faculty/School/Centre: | The John Curtin School of Medical Research (JCSMR) |
| Department/Unit: | Australian Phenomics Facility (APF) |
| Position Title: | Phenogenomics Research Projects Manager |
| Classification: | ANU Officer Grade 8 (Technical) |
| Position No: | |
| Responsible to: | Primarily to Lead Scientist, Phenomics Translation Initiative (PTI) |
| Number of positions that report to this role: | TBC |
| Delegation(s) Assigned: | D6 |

PURPOSE STATEMENT:

ANU has an international reputation for research and education relevant to the health and well-being of the population of Australia, as well as that of the developing world. This is achieved through discovery research, applied research in health service settings, research-led teaching in health and medical sciences, and the translation of research findings into practice and policy. The ANU College of Health and Medicine comprises the Research School of Psychology, the ANU Medical School, the John Curtin School of Medical Research and the Research School of Population Health. These schools work together to deliver world-class research and education across the spectrum of medicine and health-related fields, working in partnership with the health sector at local, national and international levels.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships:

The Phenogenomics Research Projects Manager will assist the Lead Scientist Phenomics Translation Initiative by directing and managing the projects for academic and industry clients. This includes, complex and technical customised phenotyping, project, finance and personnel management.

The Phenogenomics Research Projects Manager will work under the direction and supervision of Lead Scientist, Phenomics Translation Initiative to manage research infrastructure service provision to support the outputs of the Phenomics Translation Initiative (PTI) and the APN, ANU Node. The Phenogenomics Research Projects Manager will assist development of and manage the client interface for this service including project scope development, budget, resources and service delivery. The Phenogenomics Research Projects Manager will also provide strategic reporting to the Lead Scientist and Australian Phenomics Network ANU Node Manager. The Phenogenomics Research Projects Manager will work closely and liaise with other service staff members of the APF, JCSMR core facilities and researchers, including lab, office and IT staff.

Role Statement:

Under the broad direction of the Lead Scientist, Phenomics Translation Initiative and working with a degree of autonomy, the Phenogenomics Research Projects Manager will:

- Manage the research projects of the Phenogenomics service including ensuring quality, delivering milestones within required timeline and costs, providing specialised and expert technical advice to stakeholders and contributing to reports as required.
- Lead, develop and manage the Phenogenomics Research Team staff enabling them to deliver internal and external projects including academic and industry supported projects.
- Provide high level technical management and consultancy in experimental design and analysis for projects including statistics and contribute to determination of pricing and timelines for projects.
- Provide advice and liaise with CRISPR, Phenome bank, Animal House, bioinformatics, informatics and JCSMR core facilities.

- Actively engage and foster relationships with stakeholders to facilitate internal and external University research ventures to further research at ANU
- Actively pursue prospective project opportunities, including contributing to internal and external grants and project proposals.
- Be responsible for compliance documentation, including Material Transfer Agreements, the transitioning of experimental material to ANU, OGTR and ethics applications, Work Health and Safety (WHS) policies and procedures for laboratory users, including following correct Standard Operating Procedures and the prevention of WH&S incidents.
- Comply with all ANU policies and procedures, and in particular those relating to work health and safety and equal opportunity.
- Perform other duties as consistent with the classification of the position and in line with the principles of multi-skilling.

Important Note:

- This position is not suitable for individuals with existing allergic conditions
- Vaccinations maybe a requirement to meet the expectations of the role
- Some tasks to be undertaken are of a physical and repetitive nature
- Participation in a weekend and public holiday roster may be required

SELECTION CRITERIA:

1. PhD qualification in medical research with demonstrated experience in utilisation and development of functional assays with technical management expertise or equivalent combination of relevant experience and education/training.
2. Demonstrated experience providing expert technical services in medical research laboratory assays, data analysis and use of informatics tools for analysis and reporting.
3. Demonstrated experience for managing multiple projects, including project management (planning, implementing and managing research projects), financial budgeting, monitoring expenditure, resource allocation and collaboration with experts in various fields.
4. Demonstrated experience to manage, motivate and educate/train staff including establishing priorities and leading the team to deliver objectives in a timely manner.
5. Demonstrated ability to work effectively as part of a team to meet competing deadlines and deliver high quality outcomes.
6. Highly developed interpersonal and communication skills both written and oral, including demonstrated customer service ability and the ability to liaise and negotiate effectively with a diverse range of people.
7. Demonstrated capacity to formulate and implement policy and contribute to strategic planning within a complex facility, including management of ethics, regulatory requirements, WHS and development of standard operating procedures.
8. A demonstrated high level understanding of equal opportunity principles and a commitment to the application of EEO policies in a University context.

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|---------------------------------------|------------|----------------|------------|
| Supervisor/Delegate Signature: | Ed Bertram | Date: | 24/09/2019 |
| Printed Name: | Ed Bertram | Uni ID: | U4056697 |

References:

[General Staff Classification Descriptors](#)



Pre-Employment Work Environment Report

Position Details

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|--------------------|--------------------------------|---------------------|--|
| College/Div/Centre | College of Health and Medicine | Dept/School/Section | John Curtin School of Medical Research |
| Position Title | | Classification | |
| Position No. | | Reference No. | |

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/_Health_Surveillance_Program/index.asp
Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

| TASK | regular | occasional | TASK | regular | occasional |
|--|-------------------------------------|-------------------------------------|--|-------------------------------------|-------------------------------------|
| key boarding | <input checked="" type="checkbox"/> | <input type="checkbox"/> | laboratory work | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| lifting, manual handling | <input type="checkbox"/> | <input checked="" type="checkbox"/> | work at heights | <input type="checkbox"/> | <input type="checkbox"/> |
| repetitive manual tasks | <input type="checkbox"/> | <input checked="" type="checkbox"/> | work in confined spaces | <input type="checkbox"/> | <input type="checkbox"/> |
| catering / food preparation | <input type="checkbox"/> | <input type="checkbox"/> | noise / vibration | <input type="checkbox"/> | <input type="checkbox"/> |
| fieldwork & travel | <input type="checkbox"/> | <input type="checkbox"/> | electricity | <input type="checkbox"/> | <input type="checkbox"/> |
| driving a vehicle | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| NON-IONIZING RADIATION | | | IONIZING RADIATION | | |
| solar | <input type="checkbox"/> | <input type="checkbox"/> | gamma, x-rays | <input type="checkbox"/> | <input type="checkbox"/> |
| ultraviolet | <input type="checkbox"/> | <input type="checkbox"/> | beta particles | <input type="checkbox"/> | <input type="checkbox"/> |
| infra red | <input type="checkbox"/> | <input type="checkbox"/> | nuclear particles | <input type="checkbox"/> | <input type="checkbox"/> |
| laser | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| radio frequency | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| CHEMICALS | | | BIOLOGICAL MATERIALS | | |
| hazardous substances | <input type="checkbox"/> | <input checked="" type="checkbox"/> | microbiological materials | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| allergens | <input checked="" type="checkbox"/> | <input type="checkbox"/> | potential biological allergens | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| cytotoxics | <input type="checkbox"/> | <input checked="" type="checkbox"/> | laboratory animals or insects | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| mutagens/teratogens/ carcinogens | <input type="checkbox"/> | <input checked="" type="checkbox"/> | clinical specimens, including blood | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| pesticides / herbicides | <input type="checkbox"/> | <input type="checkbox"/> | genetically-manipulated specimens | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | | | immunisations | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| OTHER POTENTIAL HAZARDS (please specify): | | | | | |

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|-------------------------|--|-------------|----------------|-------|--|
| Supervisor's Signature: | | Print Name: | Edward Bertram | Date: | |
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| Department/Unit: | Australian Phenomics Facility (APF) |
| Position Title: | Phenogenomics Research Projects Manager |
| Classification: | Senior Manager 1 (Technical) |
| Position No: | |
| Responsible to: | Primarily to Lead Scientist, Phenomics Translation Initiative (PTI) |
| Number of positions that report to this role: | TBC |
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