

Position Description

Laboratory Support Coordinator

Position Number: 00063848
Position Title: Laboratory Support Coordinator
Date Written: June 2018

Faculty / Division: UNSW Medicine
School / Unit: Faculty Research Support
Position Level: Level 6

ORGANISATIONAL ENVIRONMENT

UNSW is currently implementing a ten year strategy to 2025 and our ambition for the next decade is nothing less than to establish UNSW as Australia's global university. We aspire to this in the belief that a great university, which is a global leader in discovery, innovation, impact, education and thought leadership, can make an enormous difference to the lives of people in Australia and around the world.

Following extensive consultation in 2015, we identified three strategic priority areas. Firstly, a drive for academic excellence in research and education. Universities are often classified as 'research intensive' or 'teaching intensive'. UNSW is proud to be an exemplar of both. We are amongst a limited group of universities worldwide capable of delivering research excellence alongside the highest quality education on a large scale. Secondly, a passion for social engagement, which improves lives through advancing equality, diversity, open debate and economic progress. Thirdly, a commitment to achieving global impact through sharing our capability in research and education in the highest quality partnerships with institutions in both developed and emerging societies. We regard the interplay of academic excellence, social engagement and global impact as the hallmarks of a great forward-looking 21st century university.

To achieve this ambition we are attracting the very best academic and professional staff to play leadership roles in our organisation.

UNSW BEHAVIOURS

UNSW recognises the role of employees in driving a high performance culture. The behavioural expectations for UNSW are below.



Values in Action
Our UNSW Behaviours



Builds
Collaboration



Embraces
Diversity



Displays
Respect



Demonstrates
Excellence



Drives
Innovation

OVERVIEW OF RELEVANT AREA AND POSITION SUMMARY

UNSW Medicine is a national leader in learning, teaching and research, with close affiliations to a number of Australia's finest hospitals, research institutes and health care organisations. With a strong presence at UNSW Kensington campus, the faculty have staff and students in teaching hospitals in Sydney as well as regional and rural areas of NSW including Albury/Wodonga, Wagga Wagga, Coffs Harbour and Port Macquarie.

Together, the Lowy Cancer Research Centre and Wallace Wurth Building accommodate 400 laboratory based researchers and research students spread across 7 laboratory areas. Research and technical support services are shared between buildings to provide logistics support, effective laboratory infrastructure, equipment maintenance and media preparation services as part of the larger UNSW Biomedical Precinct.

The Laboratory Support Coordinator works to support the Faculty Research Infrastructure Manager to support the delivery of effective support of laboratory-based research, coordinating the safe and effective use of research facilities and equipment. They will be responsible for ensuring the Faculty's research facilities meet all obligations in terms of research regulations, laboratory practice standards and workplace health and safety procedures.

The role of Laboratory Support Coordinator reports to the Faculty Research Infrastructure Manager and has no direct reports.

RESPONSIBILITIES

Specific responsibilities for this role include:

- Assist the Faculty Research Infrastructure Manager and the Research Infrastructure and Operational Services Unit to coordinate the daily operations in multi-stakeholder research facilities by providing quality operational, logistical and technical support to UNSW Medicine staff.
- Coordinate communications and act as the contact person for matters relating to the Research Infrastructure and Operational Services Unit and research laboratories within the Faculty.
- Coordinate, manage and consolidate equipment maintenance and service contracts across the Faculty research laboratories.
- Coordinate ordering and gas accounts for the Research Infrastructure and Operational Services Unit.
- Assist in the development and maintenance of accurate safety documentation, including safe work procedures, risk assessments, laboratory procedures and other record keeping as required
- Work closely with the Faculty Research Infrastructure Manager and Laboratory Managers to maintain awareness of current issues relevant to the safe delivery of research support, and actively contribute to the resolution of these issues
- Contribute to a culture of continuous improvement by consulting with relevant stakeholders, evaluating existing infrastructure, service delivery, systems, policies and procedures to identify opportunities for improvement.
- Coordinate training opportunities for researchers across the Faculty.
- Manage an online equipment booking system for the Faculty.
- Ensure hazards and risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility

SELECTION CRITERIA

- Relevant tertiary qualification in a scientific or other relevant research-based discipline and subsequent relevant work experience in a similar role.
- Demonstrated experience in the diverse aspects of supporting the operations of a research support unit, including provision of high level operational advice on research facilities, infrastructure, equipment, instruments and IT-based laboratory management systems.
- Demonstrated ability to apply, interpret and advise on the development of policies, systems, procedures and guidelines
- Excellent interpersonal, communication and negotiation skills, with proven ability to liaise with a wide range of internal and external stakeholders of various backgrounds and levels of seniority
- Advanced organisational skills, with proven ability to establish work priorities for self and others, using initiative to meet challenging deadlines whilst providing excellent customer service to stakeholders
- Advanced proficiency with relevant computer software including word processing, spreadsheets, email and database applications, as well as excellent attention to detail
- Ability and capacity to implement required UNSW health and safety policies and procedures

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.