



## POSITION DESCRIPTION

**Faculty OHS and Laboratory Management**  
Faculty of Medicine, Dentistry & Health Sciences

### Laboratory Manager and OHS Advisor

|                                   |  |
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| <b>POSITION NO</b>                | 0040580  |
| <b>CLASSIFICATION</b>             | UOM 7  |
| <b>SALARY</b>                     | \$96,002 - \$103,921   |
| <b>SUPERANNUATION</b>             | Employer contribution of 17%   |
| <b>WORKING HOURS</b>              | Full-time  |
| <b>BASIS OF EMPLOYMENT</b>        | Continuing   |
| <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> | Leanne Price<br>Tel - +61 437 587 877<br>Email – <a href="mailto:leanne.price@unimelb.edu.au">leanne.price@unimelb.edu.au</a><br><i>Please do not send your application to this contact</i>  |

For information about working for the University of Melbourne, visit our websites:

[hr.unimelb.edu.au/careers](http://hr.unimelb.edu.au/careers)

## ***Position Summary***

The Victorian Comprehensive Cancer Centre (VCCC) is a purpose-built building for cancer research, treatment, care and education in Melbourne, Victoria. The VCCC provides a world-class model of care for cancer patients by combining best practice from the Royal Melbourne, Peter Mac and The Women's.

The building provides a home for the VCCC alliance team, the Peter MacCallum Cancer Centre, cancer research and clinical services for the Royal Melbourne Hospital (Melbourne Health), cancer research facilities for the University of Melbourne (UOM) and other cancer related organisations.

Laboratory Management and OHS support for VCCC research partners is delivered through the UOM Faculty of Medicine Dentistry and Health Sciences (MDHS), by the Faculty's OHS and Laboratory Management team. This position is jointly funded by UOM and Melbourne Health (MH) and is based at the VCCC, supporting both UOM and MH facility users.

Working closely with UOM and MH academic and professional managers within the local area, this role is responsible for the delivery of well managed laboratories and office spaces that enable learning & teaching, research, and public health activities to be conducted safely and effectively.

The incumbent must have the ability to achieve these objectives while working within a complex organisational structure and shared services model.

This position will play a lead role in co-ordinating and managing the laboratory compliance programs, including implementation of recommendations arising from the various audit programs, supporting local OHS policy implementation and monitoring, and ensuring local areas are assisted with laboratory and facility matters. The position has overall responsibility for ensuring appropriate safety practices and procedures are developed and implemented throughout all laboratories. This position will also obtain all relevant licences and permits required for operation in the assigned spaces.

We foster a values-based culture of innovation and creativity to enhance the research performance of the University and to achieve excellence in teaching and research outcomes.

We invest in developing the careers and wellbeing of our students and staff and expect all our leaders to live our values of:

- Collaboration and teamwork
- Compassion
- Respect
- Integrity
- Accountability

## ***1. Selection Criteria***

### **1.1 ESSENTIAL**

- Undergraduate qualifications in a relevant discipline, such as science and OH&S.
- Extensive experience of working within a scientific or medical laboratory environment and coordination of personnel in a matrix environment.
- Demonstrated knowledge of occupational health and safety legislation, and laboratory regulatory and statutory requirements (in particular, AS/ANZ 2243.3, OGTR certified PC2 facility requirements). Proven ability to propose practical solutions to OHS and laboratory issues, taking into account legislation, standards and guidance materials.

- Demonstrated knowledge of OGTR regulatory requirements and proven experience working within a PC2 containment facility.
- Excellent interpersonal skills with proven capacity to consult, influence and build rapport with a broad range of people, and maintaining strong effective relationships.
- Proven organisational skills with the ability to balance competing demands, prioritise effectively and work to deadlines.
- Ability to work both independently and collaboratively as a team member.
- Highly developed computer literacy, particularly using the Microsoft Office suite of applications, database/records management systems and web technology, including the ability to learn and adopt new modes of communication and software packages as required.

## 1.2 DESIRABLE

- Knowledge of health services and research institutes infrastructure environments and emerging research technologies.
- Experience working within a shared services environment.
- Experience working within a university, hospital or medical research environment.

## 1.3 SPECIAL REQUIREMENTS

- A Working with Children and Police Check may be required.
- Operational peak periods (eg audit dates and grant submission deadlines) may influence when annual leave can be taken.
- Occasional out-of-hours work may be required to attend equipment malfunctions.

# 2. *Key Responsibilities*

## 2.1 LABORATORY MANAGEMENT

This role is responsible for obtaining, administering and overseeing the following licences and permits at VCCC:

- PC2 Laboratory Certification
- Drugs & Poisons Licences
- Radiation Licences
- Quarantine Import / Export Permits

This position will also ensure the facilities meet the Office of the Gene Technology Regulator's (OGTR) Physical Containment Guidelines for Laboratories (PC2), Department of Agriculture, Water and Environment certifications requirements, and any relevant AS/NZS standards and that staff, student and visitors comply with the OGTR's physical containment behavioural requirements.

Additional responsibilities with regard to laboratory management will include the coordination of:

- Procurement of communal equipment and services.
- Contractor Management.
- Minor repairs and maintenance of equipment.

- Laboratory access control and space allocations.
- Waste Management (PC2 / Chemical / Radioactive / Biological etc.).
- Provision of relevant technical, compliance and safety advice relevant to all laboratory users.
- Develop streamlined processes to best assist researchers

## 2.2 SAFETY, COMPLIANCE AND RISK MANAGEMENT

This position also has a number of responsibilities with regard to safety, compliance and risk management of both wet and dry research areas, including:

- Developing and proposing annual Objectives and Targets in consultation with senior management, OHS Committee members and relevant stakeholders.
- Preparing and reviewing cyclic event checklist. Coordinating and monitoring completion of tasks.
- Developing local procedures and processes, risk assessments, standard operating procedures, departmental risk register etc. and maintaining currency of existing documentation.
- Developing and reviewing local laboratory induction materials, and delivering local OHS induction to all new staff, students and visitors within the assigned area.
- Advise and provide standardised portfolio wide OH&S training to all staff to ensure consistency of training and knowledge.
- Deliver laboratory related trainings consistent with the responsibilities of the role and UOM and Melbourne Health requirements.
- Conducting self-assessments against NAT criteria for area of responsibility. Participating in audit programs and assisting with audit close out.
- Following up on hazards and incidents and assisting responsible person to complete action plans in incident reporting system. Conducting formal incident investigations as required.
- Recommending sufficient number of trained Emergency Personnel based on assessment of local area's needs.
- Completing workstation ergonomic assessments, organizing trials of equipment and following up on implementation of strategies.
- Any other duties which may be assigned by the supervisor from time to time regarding current workload and which are consistent with the incumbent's experience and skill.
- Occupational Health and Safety (OHS) responsibilities as outlined in section 5.

All safety, compliance and risk management must be done in collaboration with key partners, as required.

## 2.3 RELATIONSHIP MANAGEMENT

The Laboratory Manager is responsible for the following with regards to relationship management within the assigned areas:

- Providing a high standard of service and support to facility users.
- Building rapport and establishing regular contact with the assigned area's operations team, as well as other local area stakeholders (i.e. Honeywell and Peter Mac).

- Developing strong working relationships and partnerships with senior management, staff and students across all three partner organisations (UOM, Royal Melbourne Hospital and Peter Mac).
- Working effectively and productively with the other members of the MDHS OHS / Laboratory Management team to meet the Faculty's OHS and compliance objectives.
- Building trust through managing and delivering on expectations.
- Proactively managing relationships with researchers, managers and other key internal and external stakeholders so that the relevant compliance strategies, programs and projects of the partner organisations can be implemented successfully.
- To achieve outcomes, involving others within MDHS' OHS / Laboratory Management team, assigned areas.
- Engaging in collaborative practices with colleagues across all areas.
- Actively seeking feedback to better understand the priorities and specific requirements within the portfolio.

## 2.4 COMMUNICATION

The Laboratory Manager is responsible for the following with regards to communication with internal and external clients, staff, students and visitors:

- Using appropriate communication techniques to accurately determine needs.
- Exchanging ideas using suitable language appropriate for audience.
- Listening when others are communicating.
- Demonstrating a clear, concise and open manner.
- Preparing regular reports for senior management with regard to OHS matters and any relevant OHS compliance issues, and facilitating distribution of the report to the MH and UoM representatives.
- Cooperating and working well with others in pursuit of team goals, collaborates and shares information, shows consideration, concern and respect for others feelings and ideas, accommodates and works well with the different working styles of others, encourages resolution of conflict.

Within the assigned portfolio:

- Establishing and maintaining local/building OHS committee meetings and act as the Executive Officer for the OHS committee.
- Participate in team meetings, as required, with both local area and the MDHS OHS / Laboratory Management team.
- Reporting to all stakeholder committees, as required.
- Ensuring noticeboards, newsletters and any other medium used for communication is kept up-to-date.

## 3. *Job Complexity, Skills, Knowledge*

### 3.1 LEVEL OF SUPERVISION / INDEPENDENCE

While the Laboratory Manager formally reports to the MDHS Scientific Services Manager, the role is also expected to take direction from the locally based UOM Department Manager, Centre for Cancer Research. In addition, the Laboratory Manager will work closely and

effectively with the RMH Senior Scientist, and senior academics and researchers from UOM and RMH within the local area. Where required the Laboratory Manager will engage with personnel from MDHS departments, other University faculties, University Services teams (e.g. OHS, Infrastructure Services, Office of Research Ethics and Integrity), partners and co-tenants at the assigned locations.

The Laboratory Manager will work within the framework of UOM and MDHS policies and procedures; the incumbent will seek advice from, and work collaboratively with, the MDHS OHS Team Leader to ensure safety and laboratory compliance for the assigned Faculty of Medicine, Dentistry and Health Sciences areas. Collaboration and transparency on OHS, compliance and risk management shall also be maintained with relevant RMH and Peter Mac personnel. In addition, the Laboratory Manager will work closely with Centre for Cancer Research Management at the VCCC.

### **3.2 PROBLEM SOLVING AND JUDGEMENT**

- Demonstrate an ability to prioritise individual workload and act effectively to complete set tasks to meet schedules.
- Identify and analyse alternative solutions to issues and reported incidents and recommend any new procedures or modifications to existing systems and processes.
- Implement OHS legislation and apply policy and procedures to assist staff in the local area, and as appropriate, be cognitive of policy and procedures of any associated external organisations.

### **3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE**

Possess a sound understanding of work health safety principles and concepts, hazards, risks and controls to eliminate, reduce and minimise work-related fatality, injury, disease and ill-health. This knowledge is applicable in different frameworks and contexts.

The incumbent may have additional areas of knowledge based on their background, education and experience, such as a broad knowledge of standard procedures, chemicals, and equipment used within a biological science research context, and the ability to assess new and emerging technologies and practices from a safety and risk perspective.

### **3.4 RESOURCE MANAGEMENT**

The incumbent directly manages their own time resources and will bring to the attention of the Scientific Services Manager, supervisors or managers (in their client group of nominated MDHS academic units) the requirement for additional resources or tools.

### **3.5 BREADTH OF THE POSITION**

This position is expected to monitor, interpret and advise on current university policies, government regulations or legislation, standards and encourage adherence to these requirements.

## ***4. Equal Opportunity, Diversity and Inclusion***

UOM 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 University's People Strategy 2015-2020 and policies 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 Growing Esteem.

## **5. 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/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## **6. Other Information**

### **6.1 MDHS OHS & LABORATORY MANAGEMENT TEAM**

The MDHS OH&S and Laboratory Management team collaborates with all Faculty members to drive process improvement, evaluate and improve risk management thereby protecting the well-being of each one of us and the University's regulatory reputation.

MDHS has a large number of organisational units including schools, departments, institutes and clinical research areas located on and off campus. Some academic units are embedded in external hospital or institute partners' sites.

The Laboratory Managers support OHS management across the Faculty. This is achieved by having good safe work procedures, providing appropriate induction and training for staff and students, and regularly inspecting the workplace for hazards. The aim is to reduce risk in the workplace by ensuring a safe working environment.

The MDHS OHS program is developed and managed by the OHS Team Leader and supported by a team of OHS Advisors and Laboratory Managers.

### **6.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES**

[www.mdhs.unimelb.edu.au](http://www.mdhs.unimelb.edu.au)

The Faculty of Medicine, Dentistry & Health Sciences (MDHS) has an enviable research record and is the University of Melbourne's largest faculty in terms of management of



financial resources, employment of academic and professional staff, teaching of undergraduate and postgraduate (including research higher degree) students and the conduct of basic and applied research. The Faculty's annual revenue is \$630m with approximately 55% of this income related to research activities.

The Faculty has a student teaching load in excess of 8,500 equivalent full-time students including more than 1,300 research higher degree students. The Faculty has approximately 2,195 staff comprising 642 professional staff and 1,553 research and teaching staff.

The Faculty has appointed Australia's first Associate Dean (Indigenous Development) to lead the development and implementation of the Faculty's Reconciliation Action Plan (RAP), which will be aligned with the broader University – wide plan. To enable the Faculty to improve its Indigenous expertise knowledge base, the Faculty's RAP will address Indigenous employment, Indigenous student recruitment and retention, Indigenous cultural recognition and building partnerships with the Indigenous community as key areas of development.

### 6.3 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>.

### 6.4 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.

## 6.5 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>