



POSITION DESCRIPTION

Department of Physiology

Faculty of Medicine, Dentistry and Health Sciences

Metabolic Core Facilities Coordinator

POSITION NO	0045841
CLASSIFICATION	PSC6
SALARY	\$79,910 - \$86,499 p.a.
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Full time (1.0 FTE)
BASIS OF EMPLOYMENT	Fixed-term for 24 months Research
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Professor Matt Watt Tel +61 3 834 48663 Email matt.watt@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our websites:
about.unimelb.edu.au/careers

Position Summary

The Metabolic Core Facilities Officer is responsible for the establishment, operations and day to day management of the new Metabolic Core Facility within the Department of Physiology. The incumbent will also take charge of the development and implementation of facility and equipment maintenance, generation of Standard Operating Procedures, training records and risk assessments.

1. Key Responsibilities

1.1 FACILITY

- ▶ Operation of equipment for metabolic phenotyping including assessment of energy expenditure, food intake, physical activity, exercise capacity, body composition by MRI and CT, and assessment of muscle function by monitoring gait speed, mobility and grip strength.
- ▶ To train and supervise researchers and students using the equipment within the Facility.
- ▶ Maintain an adequate supply of key reagents and materials to operate the various machines.
- ▶ Provide specialised technical advice for researchers on experimental design.
- ▶ Perform basic data collation and analysis.
- ▶ To maintain the Facilities regulatory and compliance requirements, including developing and writing of Standard Operating Procedures, training records and risk assessments.
- ▶ To comply with good laboratory practices.
- ▶ Perform other tasks and duties as required by the Head of the Facility and the Head of the Department.
- ▶ Occupational Health and Safety (OHS) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5.

1.2 BUDGET/FINANCIAL

- ▶ Set and coordinate agreed facility and maintenance expenditure and income budgets
- ▶ Develop and review pricing in conjunction with the Facility Manager or Head of Department

1.3 STAFFING AND HUMAN RESOURCES

- ▶ Maintain regular and effective communication with all stakeholders to ensure they are well informed of the status of projects, facilities and maintenance issues
- ▶ Manage the development and implementation of contractor local induction
- ▶ Manage casual staff where required

1.4 CUSTOMER EXPERIENCE

- ▶ Respond to customer feedback regarding maintenance and facilities, and where possible resolve user's issues

- ▶ Ensure that facilities are serviced and maintained to user's expectations

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A degree with subsequent relevant experience; or extensive experience and specialist expertise in animal handling or metabolic phenotyping, or an equivalent combination of relevant experience and/or education/training.
- ▶ Demonstrated experience in handling mice
- ▶ Knowledge of basic principles of energy expenditure and substrate metabolism
- ▶ High level verbal and written communication skills with the ability to relate effectively with a range of people across all levels of the organisation
- ▶ Demonstrated ability to work independently and as part of a team
- ▶ Demonstrated commitment to providing excellent customer service
- ▶ Well-developed organisation and time management skills
- ▶ High level of proficiency in the use of standard application software such as the Microsoft Office suite

2.2 DESIRABLE

- ▶ Previous experience with metabolic assessment of mice
- ▶ Demonstrated experience, or the ability to rapidly acquire new skills in small animal surgery
- ▶ Experience in or an understanding of the higher education sector

2.3 SPECIAL REQUIREMENTS

Some flexibility with working hours may be required.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

General direction will be provided by the Facility Manager or Head of Department. The incumbent will work with researchers and academics to undertake metabolic studies described under defined protocols and liaise with animal house staff to ensure compliance with all policies and procedures.

The incumbent may have extensive supervisory and line management responsibility for technical, clerical, administrative and other non-professional staff.

3.2 PROBLEM SOLVING AND JUDGEMENT

The incumbent will have the discretion to innovate within own function and take responsibility for outcomes; design, develop and test complex equipment, systems and procedures; undertake planning involving resources use and develop proposals for resource allocation; exercise high level diagnostic skills on sophisticated equipment or systems; analyse and report on data and experiments.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The incumbent will be expected to perform work assignments guided by policy, precedent, professional standards and managerial or technical expertise. The incumbent will have the latitude to develop or redefine procedure and interpret policy so long as other work areas are not affected.

The incumbent is expected to perform tasks/assignments which require proficiency in animal handling and small animal surgery including metabolic phenotyping and activities in accordance with existing rules, regulations, policies, procedures, systems, processes and techniques and how they interact with other related functions. It may be required for the incumbent to recommend adaptations to procedures and techniques as required to achieve objectives without impacting on other areas.

3.4 RESOURCE MANAGEMENT

The incumbent is responsible for efficient time management and effective use of work resources without compromising on quality. The incumbent will have oversight of resource management and allocation in conjunction with the Facility Manager or Head of Department.

3.5 BREADTH OF THE POSITION

The position is responsible for the establishment and ongoing operations of the facility including development of standard operating procedures and training materials. The incumbent will have a depth or breadth of expertise developed through extensive relevant experience and application. The position will also require excellent communication skills to maintain effective relationships both internal and external to the University.

The University's mission and standing in the community is a dominant concern within the Office of the Vice-Chancellor. The ability to communicate well at all levels, with tact and discretion at all times, is essential to the position, as is an apprehension of the University's contribution to the health of the society that provides its context.

4. 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 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/topics/responsibilities/>

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

6. Other Information

6.1 PHYSIOLOGY DEPARTMENT

<http://www.physiology.unimelb.edu.au/>

The Department of Physiology at the University of Melbourne was established in 1862 and has a proud history associated with some of the great names in Australian science. Our research explores the territory between genes and body function with special relevance to the health and diseases affecting the heart and blood vessels, the eyes, the muscles, the brain and nerves, the gastrointestinal system and the processes of intergenerational disease transmission. A remarkable breadth and depth of research expertise and equipment underpins our research that ranges from DNA sequencing to clinical trials. We have human exercise and metabolic laboratories, experimental models of disease, cellular and subcellular electrophysiology and imaging, cellular and molecular laboratories with robots, synthesisers and sequencers, and core facilities for viral vector gene research. We also have strong collaborative links with key Departments, research institutes and other universities nationally and internationally. We receive substantial research funding from a wide range of government and commercial sources. Our goal is to remain at the forefront of scientific research aimed at understanding the function of the human body in health and disease, employing novel and imaginative research methods.

One of our strategic goals is the ongoing development of links between our teaching and research. We invest in the professional development of our undergraduates and equip them with critical thinking skills, knowledge and techniques useful in a range of future careers including research and academia. We are constantly reviewing and refining the curriculum and educational methods to best prepare students for scientific independence as they enter graduate and postgraduate professional and research careers.

6.2 FACULTY OF MEDICINE, DENTISTRY AND HEALTH SCIENCES

www.mdhs.unimelb.edu.au

The Faculty of Medicine, Dentistry & Health Sciences 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 \$628m 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 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>

The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.

The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant

advancement in the excellence and impact of its research outputs.

<http://research.unimelb.edu.au/our-research/research-at-melbourne>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.

Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

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>