

## POSITION DESCRIPTION:

### SECTION A: Position Context

Position Title	Laboratory Manager
Reports to:	Head, Centre for Biomedical Research
Classification	
Centre	Biomedical Research
Location	85 Commercial Road Melbourne
Effective Date	March 2016

### Burnet Overview

Burnet Institute is a leading Australian medical research and public health organisation focused on improving the health of poor and vulnerable communities. The Institute's culture links innovative discovery-oriented research with development and humanitarian action. World-class laboratory and field-based research is integrated into multidisciplinary programs aimed at the prevention, detection and treatment of diseases of global significance. This unique approach allows the Institute to make a tangible and sustainable impact on health in both developed and developing countries.

The medical research and public health programs conducted by Burnet Institute encompass six key themes: infectious diseases, maternal and child health, sexual and reproductive health, alcohol, drugs and harm reduction and immunity, vaccines and immunisation.

The Institute also undertakes innovative epidemiological research, including surveillance and modelling complemented by participatory social research at international and regional levels, and with governments, civil society and communities in more than 40 countries.

Burnet has three Centres – Biomedical Research, Population Health and International Health that represent our key areas of research and public health.

### Position Purpose:

This position is responsible for coordinating the set-up and management of laboratory resources across the institute. The incumbent will interact closely with Laboratory Heads and Head of Facilities as well as a range of external stakeholders including regulators, service providers and suppliers and representatives of government departments.

### Supervision Reporting Relationships:

<u>This positions'</u> supervisor/manager	Prof James Beeson, Head, Centre for Biomedical Research Associate Professor Heidi Drummer, Deputy Head, Centre for Biomedical Research
Other positions reporting to <u>this</u> position	Laboratory Support Officer

## SECTION B: Key Responsibility Areas

The key responsibility areas (KRAs) are the major outputs for which the position is responsible and are not a comprehensive statement of the position activities.

Key Responsibility Areas		
1.	Laboratory Management	<ul style="list-style-type: none"><li>• In consultation with the Centre Head/Deputy Head and laboratory heads implement and manage the strategic direction of the Institute's laboratory operations.</li><li>• Maintain knowledge of laboratory workflows, activities, technologies and related regulatory requirements and standards, including institute policies and procedures.</li><li>• Prioritise and coordinate the services and support to laboratories in consultation with laboratory heads and other staff as appropriate.</li><li>• Allocate laboratory and desk space in consultation with senior management of the Centre.</li><li>• Maintain laboratory facilities and equipment to PC2 and PC3 requirements.</li><li>• Ensure equipment is maintained and repaired, liaising with Facilities Team as required.</li><li>• Maintain good working relationships with Alfred Medical Research and Education Precinct (AMREP) partners.</li><li>• Develop and implement policies and procedures as appropriate.</li></ul>
2.	Regulatory Compliance	<ul style="list-style-type: none"><li>• Manage Office of the Gene Technology Regulator (OGTR) and import permits ensuring compliance with regulatory requirements.</li><li>• Assist with OGTR and Institutional Biosafety Committee (IBC) submissions.</li><li>• Identify need for modification to practices in response to changes in regulations.</li><li>• Perform risk assessments.</li></ul>
3.	Training	<ul style="list-style-type: none"><li>• Ensure that appropriate training is provided to staff and students in relation to laboratory practices and health and safety.</li></ul>
4.	Safety	<ul style="list-style-type: none"><li>• Ensure laboratories are compliant with institute and regulatory health and safety procedures in consultation with Occupational Health and Safety Manager.</li><li>• Participate in relevant Health and Safety Committees and laboratory committees and provide reports as appropriate.</li></ul>
5.	Equipment monitoring and expenditure	<ul style="list-style-type: none"><li>• Coordinate equipment acquisition in consultation with Centre Head/Deputy Head, Equipment Committee and others as required.</li><li>• Monitor and provide reports as required on expenditure on consumable items, equipment and services.</li><li>• Attend and report to monthly Centre for Biomedical Research management meetings.</li><li>• Contribute to grant funding applications by providing projected costs of laboratory activities.</li></ul>

## Occupational Health and Safety

Burnet Institute has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk.

## SECTION C: Key Selection Criteria

Qualifications		Essential/ Desirable
	A tertiary qualification in science or related discipline.	Essential
	Honours degree.	Essential
	Postgraduate qualifications in science.	Desirable

<b>Experience / Knowledge / Attributes</b>		
1.	Significant experience managing a laboratory within a research or university environment.	Essential
2.	Detailed understanding of laboratory management issues and processes with excellent record keeping skills.	Essential
3.	Strong organisational skills and the ability to prioritise and manage multiple tasks and projects within time frames.	Essential
4.	Strong knowledge of OGTR regulatory requirements for PC2 lab.	Essential
5.	Advanced interpersonal skills with the ability to manage conflicting interests and relationships within the Centre.	Essential
6.	High level computer skills, particularly MS Office software, databases and spreadsheets.	Essential
7.	Good knowledge of workplace health and safety legislation and practice.	Essential
8.	Working knowledge of OGTR requirements for PC3 lab	Desirable

## Other Requirements

The Burnet Institute is a child safe organisation. The incumbent of this position may be required to undergo a Police Check or Working with Children Check as a condition of their employment.

### Further Information:

For further information, please contact Professor James Beeson, Head, Centre for Biomedical Research [beeson@burnet.edu.au](mailto:beeson@burnet.edu.au) or Heidi Drummer, Deputy Head, Centre for Biomedical Research [hdrummer@burnet.edu.au](mailto:hdrummer@burnet.edu.au)