



POSITION DESCRIPTION

POSITION TITLE:	Assistant Laboratory Manager
POSITION LOCATION:	Olivia Newton-John Cancer Research Institute
EMPLOYMENT TYPE:	Full time and fixed term

POSITION CONTEXT:

The Olivia Newton-John Cancer Research Institute (ONJCRI) is an independent medical research institute located in Heidelberg. Our mission is to discover and develop breakthrough therapies to help people live better with cancer, and defeat it. Our research laboratories sit alongside patient treatment facilities to optimise collaboration between researchers and clinicians. The integration of laboratory and clinic ensures the rapid translation of scientific discoveries into clinical trials for the development of new cancer treatments. We investigate and develop treatments for cancers of the breast, bowel, lung, melanoma, prostate, liver, gastrointestinal tract and brain. The ONJCRI is a global leader in the development of immunotherapies, targeted therapeutics and personalised cancer medicine and sponsors early phase clinical trials.

The ONJCRI is the successor to the global Ludwig Cancer Research organisation with a proud track record of a quarter century of collaborative clinical research programs with Austin Health. Much of ONJCRI's strong foundation is built on the Ludwig Cancer Research legacy. Moreover, through the ONJCRI's exciting partnership with La Trobe University as its School of Cancer Medicine, we play a pivotal role in training Australia's future generations of medical researchers.

PRIMARY RESPONSIBILITIES:

This role is part of the Laboratory Support services function of the ONJCRI.

The Assistant Laboratory Manager is responsible for supporting the Laboratory & Facilities Manager in the efficient and effective management of the research facilities of the ONJCRI. This includes the areas of general laboratory support, radiation & biological safety, WHS, managing stores and purchasing. The Assistant Laboratory Manager identifies risk and facilitates necessary change throughout the organisation, to ensure compliance and best practice.

REPORTING LINES:

This position reports to the Laboratory & Facilities Manager. This position has one direct report, the Purchasing Officer.

KEY RELATIONSHIPS:

The other key relationships that are an essential component of the position include:

Internal:

Directors (Scientific and Medical)
COO
Program Heads and Laboratory Heads
Facilities and Maintenance Officer
Human Resources Manager
IT Manager
Finance Manager
Senior Project Manager
Other Research and Administrative Staff

External:

Suppliers and contractors
Courier companies
Austin Health personnel including Purchasing, Pharmacy, Pathology, Work Health and Wellness staff
La-Trobe Laboratory Services Manager, School of Molecular Sciences
Department Laboratory Managers and management staff of other hospital affiliates eg Department of Medicine, Melbourne University (ARI)
Office of the Gene Technology Regulator (OGTR)
Department of Agriculture and Water Resources (DAWR)

Department of Economic Development, Jobs, Transport and Resources

Department of Health and Human Services
Worksafe

ACCOUNTABILITIES:

The Assistant Laboratory Manager will provide key support and back up to the Laboratory and Facilities Manager in a range of areas including:

1. General Laboratory Support (conjointly)

Develop and maintain effective operational systems to ensure the orderly & efficient operation of our laboratories and support facilities

- Organise and monitor contract waste and cleaning services
- Ensure laboratories comply with relevant government legislation meeting GLP guidelines, GMP guidelines, IBC, OGTR, DAWR, Poisons, Australian standards as required
- Provide support to core institute equipment platform facilities
- Maintain Cell bank database Freezer Pro and provide user training

- Coordinate shipment and testing of cell lines requiring mycoplasma and authentication services with external providers
- Coordinate batch testing of FBS for institute and monitor stock levels
- Manage research group space in Liquid Nitrogen tanks
- Manage chemical inventory system Chemwatch and ensure compliance with regulatory requirements
- Ensure DAWR permits are kept accurate and up to date and ensure process are in place for monitoring purposes
- Arrange and monitor importation and export of biological samples, including compliance with regulatory requirements
- Educate stakeholders regarding compliance

2. Purchasing and Stores (conjointly)

- Oversee systems to allow staff access to stores whilst ensuring maintenance of appropriate stock levels for laboratory consumables
- Provide advice to staff on the purchasing of consumables and equipment
- Arrange annual tender process for stores inventory items
- Provide training for staff using the workplace requestion system
- Monitor and maintain adequate budgetary control for core items such as, common consumable items. Liaise regularly with the Laboratory & Facilities Manager to ensure these core areas are operating within their allocated budgets. Any variances should be highlighted and action taken as required
- Negotiate discounts for commonly purchased items
- Assist Laboratory Manager in negotiations for capital items
- Maintain procurement policy
- Educate stakeholders regarding procurement process and compliance
- Effectively supervise the Purchasing Officer and provide back up when required on purchasing
- Ensure continuous improvement through the procurement process
- Develop and mentor Purchasing Officer
- Audit supplier compliance with ONJCRI terms and conditions

3. Safety (prime contact)

- Review, monitor and ensure the ONJCRI complies with all aspects of WHS
- Conduct continual safety audits of the environment and working procedures to ensure that staff safety is ensured at all times and that WorkCover requirements are met

- Provide annual laboratory safety training to staff
- Provide Chemical safety training including use of cytotoxic drugs
- Provide training in the correct use of research equipment.
- Develop education and training programs to ensure sustainable safety compliance
- Monitor compliance with safety induction processes and provide OHS/safety training
- Develop OH&S policies, Risk assessments and SOPs
- Attend ONJCRI WHS committee Austin chemical Safety committee, and any other meetings as required

4. Security (back up)

Responsible for all the security aspects of ONJCRI premises including:

- Equipment alarm system and on-call roster
- Management of system to allow visitors appropriate and controlled access to our facilities
- Maintaining and monitoring the safety and security of our staff and property
- Promote effective communications and interactions between the laboratory management staff and staff in the laboratories

5. Projects

- Undertake/oversee specific projects that may arise, eg renovations to physical facilities, review of infrastructure, etc as required
- Design and implement projects to mitigate risk, increase compliance and reduce expenditure

Undertake additional duties as required from time to time.

In addition to the accountabilities listed above, the Assistant Laboratory Manager is the secondary contact for the Austin Hospital in case of any emergency when the Laboratory & Facilities Manager is absent or unavailable. This requires that the Assistant Laboratory Manager be on call.

AUTHORITY:

Delegated authority is in accordance with ONJCRI policies and procedures and at the discretion of the COO.

QUALIFICATIONS:

A degree or diploma in a science related discipline and experience in a research environment. Management experience, though not strictly essential, would be highly desirable.

EXPERIENCE & CAPABILITIES:

- Proven track record in the operation and support of either laboratory facilities or manufacturing/production facilities in an industry with similar technical requirements
- Demonstrated experience in a research environment
- Effective and proactive planning and management skills
- Effective negotiation skills
- High ability to trouble shoot and problem solve
- Effective interpersonal skills and communication skills with a diverse range of people
- Sound knowledge and experience of occupational health and safety legislation and practices
- Sound knowledge of purchasing systems such as Workplace Requisition
- Ability to undertake projects as required
- An understanding of complex instrumentation and technologies and the ability to manage the installation and maintenance of major equipment is desirable
- Experience developing and delivering stakeholder education programs