POSITION DESCRIPTION

Position Title: Scientific Services Officer
Employer: Baker IDI Heart and Diabetes Institute
Department: Scientific Services
Division: Operations
Supervisor/Manager: General Manager, Scientific Services
Date: February 2015

BACKGROUND:

Baker IDI Heart and Diabetes Institute is an independent, internationally renowned medical research facility focused on cardiovascular disease (including stroke and hypertension), diabetes and their complications, such as kidney disease. We have a long and distinguished history, spanning more than 85 years and our research agenda spans birth to end-of-life health (including maternal health, indigenous and gestational health, subclinical organ damage, heart failure and terminal disease).

Headquartered in Melbourne, with research teams based in Alice Springs, Adelaide and Sydney, we are a key player in research, translation, education, advocacy and health promotion with a staff of more than 650 (including students, honorary staff and visiting academics). Our senior staff represent us on a broad range of government advisory boards, from health and well-being to science and innovation and we collaborate with many leading international research groups as we are committed to a range of international projects that aim to assist vulnerable communities around the world.

Funded through a diverse range of sources including competitive grants, Federal and State Governments, service and clinical income and philanthropic support, we also have commercial subsidiaries that include the early phase trials facility, Nucleus Network.

DEPARTMENT:

The role of the Scientific Services Department is to oversee the general running and management of scientific services that are available to Baker IDI. These services include the management of scientific communal equipment, cold rooms, liquid nitrogen, tissue culture facilities, ultra cold storage facilities and laboratory maintenance. In addition, the oversight of the media and autoclaving facility falls within the purview of the Scientific Services Department.

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<th>Position</th>
<th>Status</th>
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<th>Supervisor</th>
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<tr>
<td>General Manager, Scientific Services</td>
<td>Incumbent</td>
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<td>Scientific Services Officer</td>
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SUMMARY OF POSITION:

The role of Scientific Services Officer will be responsible for overseeing the daily functioning of communal laboratory based facilities including the provision of academic guidance and professional support in the use of such equipment. To undertake this role, the Scientific Services Officer will be supported by the General Manager, Scientific Services. The role requires an organic approach that breaks through any ‘silos’ situations between laboratories.

Laboratory facilities include, -80°C freezers, liquid nitrogen tanks and storage units, cold room fridges, and bio-safety cell culture hoods. Communal equipment includes all equipment located within Baker IDI owned equipment across the AMREP precinct e.g. gel documentation system, film developer, centrifuges etc.

NATURE OF ENVIRONMENT:

Deadline driven; tight schedules.
SUPervisory responsibilities:
- General direction of more complex tasks
- Subject matter expert within area of expertise/knowledge
- Provide guidance relating to subject area to other groups
- Cross campus responsibility

Travel Requirements:
Travel to conferences related to research may be required i.e. Laboratory Managers conference, purchasing & supply related meetings, training seminars and other offsite MRI facilities.

Key Job Requirements:
- Support the General Manager, Scientific Services in the daily running of the Scientific Services Department.
- Ensure all communal equipment and laboratory facilities are used and maintained in accordance with manufacturer’s instructions, safety requirements and needs of the Baker IDI scientific community.
- Assist the General Manager in developing and implementing a program where new and existing staff are trained in correct and safe facility and equipment operation.
- Establish and maintain equipment and user inventories.
- Develop and maintain Standard Operating Procedures (SOP’s) for the laboratory facilities and communal equipment. To be reviewed and updated on an annual basis.
- Assist with the evaluation, assessment and purchase of all new equipment via the Equipment Committee, or as required.
- Liaise with sales representatives and service technicians when required.
- Participate and assist in safety audits of communal areas with internal and external bodies and ensure any recommendations are implemented if required.
- Manage the Liquid Nitrogen Facility including training, space allocation and upkeep of authorisation register on a monthly basis.
- Co-management of ultra cold storage units (-80°C freezers) within laboratories and archival facilities including preventative maintenance, procurement and space allocation.
- Manage cold rooms throughout Baker IDI, including after hours emergency listing, contingency and preventative maintenance.
- Assist the General Manager, Scientific Services with cleaning contracts throughout all Baker IDI locations across the AMREP precinct.
- Manage the purchasing & supply of scientific consumables and equipment internally and externally.

Other Responsibilities & Duties:

Management of Communal Scientific Equipment
- Management & recruitment of Responsible Persons (RP’s)
- Maintenance of SOP’s
- Equipment labelling and ordering
- General monthly equipment maintenance
- Management of equipment inventory on intranet
- Organising equipment related training sessions for scientific staff

Liquid Nitrogen Facility Management & Training
- Management of Liquid Nitrogen tank space inventory and register
- Training of all new staff & students on a monthly basis
- OHS compliance and audit inspection

ULT Cold Storage & Preventative Maintenance
- Management of all -80°C freezers throughout Baker IDI
- Management of the archival facility and space allocation
- Preventative maintenance program
Cold Room Management
- Quarterly inspection & maintenance
- Management of after hours emergency contact
- SOP Maintenance
- Space allocation where applicable

Management of Building Cleaning Contractors
- Monthly inspection and record keeping across all Baker IDI AMREP locations
- Customer service and responding to requests
- Management of laboratory coats with The Alfred Linen Service

Purchasing and Supply
- To develop a strong and professional relationship with the Burnet Supply Team in order to resolve i-POS system queries
- To provide assistance to Baker IDI scientists with ordering, training, procedures and general queries

Liaise with External Scientific Companies
- To develop a strong and professional relationship with external sales representative in order to negotiate and organise supplier contacts of scientific goods
- Organise external morning tea trade displays with scientific representatives on a monthly basis

MEET STATUTORY REQUIREMENTS OF THE COMPANY:

Maintain up to date and accurate knowledge in:
- OH&S legislation
- EEO Legislation
- Privacy Legislation
- Confidential Information Policy
- Baker IDI Research Conduct Policies
- Baker IDI Intellectual Property Agreement
- Baker IDI Code of Conduct

PROBLEM SOLVING COMPLEXITY:
- Solve problems through the standard application of theoretical principles and techniques
- Apply technical training and experience to solve problems
- Apply training and knowledge to solve non-standard problems
- Identify appropriate opportunities for innovation
- Proactive in supporting change

REQUIREMENTS OF POSITION HOLDER

EDUCATION LEVEL:
- Completion of a degree or higher relevant qualification, with significant relevant work experience; or
- Extensive experience in a broadly focussed specialist position; or
- An equivalent combination of relevant experience and/or education/training.

EXPERIENCE:

Essential:
- Extensive experience in a research environment and PC2 laboratory facility working as either a Senior Research Assistant or Scientific Services Officer.
- Knowledge of current OHS legislation is essential.

Desirable:
- Experience in a Cardiovascular and/or Diabetes research environment.
- Knowledge in Laboratory Management and/or Scientific Services.
ORGANISATIONAL KNOWLEDGE:

- Perform tasks/assignments which require proficiency in the work area’s rules, regulations, processes and techniques as well as those which are directly related. Understand how own area interacts with other related functions and take appropriate actions as a result. Undertake reviews, risk assessments, quality initiatives or other like activity within specific areas of expertise.

COMMUNICATION/INTERPERSONAL SKILLS:

- A high level of interpersonal skills, which enable the appointee to liaise effectively with a wide range of people at a variety of levels internal and external to Baker IDI.
- The appointee should adopt a fluid approach to the scientific community demonstrated by flexible not restrictive work practices.
- Excellent oral and written communication skills.
- Demonstrated ability to participate positively in a team.

KNOWLEDGE:

- Well developed negotiation skills, including the ability to negotiate priorities and manage conflicting demands for resources.
- Excellent planning and organisational skills, including the ability to manage a range of tasks with conflicting priorities.

ABILITIES:

- Demonstrated ability to meet deadlines without compromising close attention to detail and accuracy.
- Proven ability to work as a member of a team as well as autonomously without close supervision.
- Demonstrated ability and willingness to take initiative and to improve and enhance existing systems and procedures (quality assurance).
- Demonstrated ability to maintain confidentiality and comply with privacy requirements.