

## Position description

<b>Position title:</b>	Operations Officer
<b>Employer:</b>	Baker Heart and Diabetes Institute
<b>Team:</b>	Laboratory and Clinical Operations
<b>Manager:</b>	OHS, Laboratory and Clinical Operations Manager
<b>Date:</b>	March 2024

### Background

The Baker 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 97 years with our work critical to today's healthcare challenges.

The Baker Institute is well positioned to address these challenges, with multidisciplinary teams comprising medical specialists, scientists and public health experts all focused on translating laboratory findings into new approaches to prevention, treatment and care.

Headquartered in Melbourne, with research teams based in Melbourne, we are a key player in research, translation, education, advocacy and health promotion with a staff of more than 450 (including scientists, clinicians and students). Our senior staff represent us on a broad range of government advisory boards, from health and wellbeing to science and innovation. We also collaborate with leading international research groups as part of our commitment to assisting vulnerable communities around the world.

The Baker Institute is funded through a diverse range of sources including competitive grants, Federal and State Governments, service and clinical income and philanthropic support.

### Team

The Laboratory and Clinical Operations team provides specialist advice, direction, and support to management, staff, and students to ensure compliance with the Institute's OHS policies and procedures, and applicable legislation (including maintenance of permits and licences), and to promote and encourage awareness of health and safety standards.

### Nature of environment

The Baker Institute has a project-oriented environment, encompassing a local and multi-site (including interstate) organisational structure. The staff comprise mainly research, scientific and specialist clinical personnel engaged in the capacity of permanent, grant-specific and casual employment. The atmosphere is collegial, usually relaxed and informal though busy and often dynamic with frequent deadlines that must be met. The environment is often demanding and challenging with a strong team orientation but also provides the opportunity to work independently and show initiative. The nature of the work also requires a focus on accuracy and detail.

This position sits in the Facilities, Operations and HSSE (Health, Safety, Security and Environment) team.

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### Travel requirements

- Occasionally (local)

### Key job requirements, responsibilities and duties

- Assist in the day-to-day activities to ensure laboratory and clinical operations are running effectively.
- Develop and maintain Standard Operating Procedures (SOPs) for communal laboratory and clinical equipment, ensuring adherence to regulatory standards and best practices.
- Collaborate with the space manager to strategise and plan the layout and allocation of space for new laboratory facilities, considering equipment needs and workflow optimisation.
- Manage the lifecycle of laboratory equipment, including inventory tracking, maintenance scheduling, and disposal procedures, to ensure optimal functionality and compliance with safety regulations.
- Provide support in the procurement process for scientific equipment, including researching vendors, obtaining quotes, and coordinating purchases within budgetary constraints.
- Negotiate and manage service contracts for laboratory and clinical equipment, ensuring timely maintenance and repair services to minimise downtime and ensure operational efficiency.
- Oversee the safe handling and storage of liquid nitrogen, liaising with Facilities Management (FM) and Occupational Health and Safety (OHS) teams to maintain compliance with safety protocols.
- Conduct regular inspections and maintenance of cold rooms and ultra-low temperature (ULT) cold storage units to uphold temperature integrity and safeguard specimen integrity.
- Facilitate laboratory and clinical inductions for new staff members, providing comprehensive training on safety protocols, equipment usage, and facility procedures.
- Coordinate the setup and maintenance of tissue culture facilities, ensuring sterile conditions and proper disposal of biological waste in accordance with regulatory guidelines.
- Manage media preparation and autoclaving services, ensuring the availability of sterile supplies and equipment for laboratory operations, as well as overseeing asset tagging and departure formalities for laboratory personnel and equipment.
- Proactive attendance at team meetings and attendance at all relevant seminars and staff meetings.
- This role may be directed to perform other duties as directed by the manager/supervisor from time to time and it is a condition of employment that this role complies with any such reasonable requirement.

### Meet statutory requirements of the company

Maintain up-to-date and accurate knowledge in:

- OHS legislation.

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- EEO legislation.
- Privacy legislation.
- Confidential Information Policy.
- Baker Heart and Diabetes Institute Code of Conduct.
- Australian Code for the Responsible Conduct of Research.
- Baker Heart and Diabetes Institute Intellectual Property Agreement.

## Requirements of the position holder

### Education level

- Bachelors Science

### Communication/interpersonal skills

- A demonstrated ability to work effectively as a member of a small team and handle sensitive and confidential issues discreetly.
- Excellent interpersonal skills including the ability to communicate with a variety of stakeholders in a positive and productive manner.
- Proven organisational skills that demonstrate the ability to prioritise tasks and respond to requests in a timely manner while paying careful attention to detail.
- Demonstrated initiative to develop solutions to problems or challenges that emerge.
- Demonstrated ability to act independently and exercise sound judgement.

### Knowledge

- Current working knowledge of laboratory safety standards, biosafety, radiation safety, and/or gene technology-related legislation (desirable).
- Experience working in a research laboratory environment (desirable).
- Knowledge of legislation, regulations, and practices governing workplace health and safety, and the ability to translate compliance requirements into suitable processes.

### 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.

## Risks associated with the laboratory working environment

There are a number of risk factors associated with this role based in the laboratory working environment, which include exposure to:

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- Liquid nitrogen/nitrogen gas whilst decanting or handling cells in the liquid nitrogen facility.
- Radioisotopes, unsealed and sealed sources.
- Biological materials, genetically modified organisms, microorganisms, sharps, and waste products.
- Human blood, bodily fluids and tissues.
- Dangerous Goods, Hazardous Substances and suspected carcinogens.
- Hazardous scientific equipment including high-pressure gas cylinders, microtomes and cryostats.
- Hazardous manual handling tasks requiring repetitive or heavy work or awkward postures, such as pipetting.
- Hazardous procedures related to heating techniques, dry ice and autoclaved material, or the use of delicate glassware and capillaries.
- Occupational health risks, including infectious diseases and zoonoses.
- Electrical hazards associated with laboratory equipment.
- Occupational stressors.

## Summary of position

This is a position for Operations Officer (Laboratory and Clinical Operations).

This position description provides an overall view of the incumbent's role as of this statement's date. In addition to this document, the specifics of the incumbent's role will be described in Key Performance Indicators (KPIs) developed by the incumbent and relevant supervisor as part of the Baker Institute's performance appraisal and development process.

As the Baker Institute evolves to meet its changing strategic and operational needs and objectives, so will the roles required of its staff members. As such, staff should be aware that this document is not intended to represent the position that the occupant will perform in perpetuity.

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The Baker Institute is an Equal Opportunity Employer and we encourage interest from Aboriginal and Torres Strait Islanders and members of the LGBTIQ+ community for roles within the Institute. We value diversity, inclusivity, gender equity and we promote family-friendly practices. We are a proud recipient of an inaugural Athena SWAN Bronze Award from Science in Australia Gender Equity (SAGE).