



POSITION DESCRIPTION

- 1.0 **POSITION LEVEL:** HEW Level 9.
- 2.0 **POSITION TITLE:** Laboratory Manager and Principal Instrument Officer.
- 3.0 **REPORTS TO:** Head of School, Griffith School of Environment.
- 4.0 **SECTION:** Griffith School of Environment.
- 5.0 **ELEMENT:** Science Environment Engineering and Technology Group
- 6.0 **SUPERVISORY RESPONSIBILITIES:** 1 X Senior Technical Officer HEW Level 7, 3 X Senior Technical Officers HEW Level 6, 2 X Technical Officers HEW Level 5, and 1 X Technical Assistant HEW Level 2.

7.0 **POSITION OBJECTIVE:**

This position is responsible for managing, maintaining and developing the laboratory facilities for the Griffith School of Environment in the Science, Environment, Engineering and Technology Group and supporting the analytical instrumentation suite in the Australian Rivers Institute at the Nathan campus. They will be responsible for the financial management of the laboratories and developing commercial aspects of the laboratory services. The position reports primarily to the Head of School, Griffith School of Environment but also has responsibility to the Deputy Director Australian Rivers Institute and the Director of the Environmental Futures Centre.

8.0 **KEY ACCOUNTABILITIES:**

- 8.1 In conjunction with the research and teaching staff in the School of Environment, ensure that the laboratories and instrumentation meet the needs of research, teaching and consultancy activities.
- 8.2 Manage the Health and Safety practices for the laboratories in which the equipment is housed ensuring that all activities are safe and in accordance with the relevant policies. Supervise the Health and Safety Coordinators for each of the laboratories.
- 8.3 Plan and manage technical operations support, equipment, procurement and maintenance and technical space utilization to ensure the quality and availability of teaching and research technical resources.
- 8.4 Develop a business plan to ensure the cost effective running of the laboratories. Promote the laboratories services both in-house and external to the university and identify and develop business opportunities for the laboratory services; including developing promotional and marketing material, liaison with and development of key clients, and identification of new business opportunities.
- 8.5 Maintain the financial records and manage the budget for consumables, equipment and parts.
- 8.6 Maintain the major analytical instrumentation for the School of Environment, Australian Rivers Institute and the Environmental Futures Centre to a standard of operations that ensures research, teaching and consultancy activities can proceed at the highest achievable level.

- 8.7 Active engagement in forward planning and change management of technical operations including the installation and commissioning of new analytical equipment.
- 8.8 Provide instruction/training to staff and students in the use and theory of instrumentation and use of analytical equipment and specific methodologies.
- 8.9 Provide team leadership through the coordination and management of laboratories and technical staff, and the proactive professional development of technical staff.
- 8.10 Ensure compliance with relevant legislation and University policies and procedures, including equity and health and safety and exhibit good practice
- 8.11 Maintain fair, ethical and professional work practices in accordance with the University Code of Conduct.

9.0 **DELEGATIONS: \$5,000**

10.0 **SELECTION CRITERIA:**

- 10.1 A Degree in Chemistry or relevant area with at least four years subsequent experience; or extensive relevant technical and management experience; or an equivalent combination of relevant experience and/or education/training
- 10.2 Demonstrated ability to lead and manage a technical support team, including performance management; and high level communication and interpersonal skills and a commitment to ensuring effective and productive liaison with all levels of University staff in a multi-cultural environment.
- 10.3 Demonstrated ability to develop laboratory services as a business; including developing promotional and marketing material, liaison with and development of key clients, and identification of new business opportunities.
- 10.4 Substantial relevant experience in a broad range of modern analytical instrumentation, including operation and maintenance.
- 10.5 Specific Isotope Ratio Mass Spectrometer; GCMS, Ion Chromatograph TOC and FIA experience.
- 10.6 Demonstrated high level of proficiency in the use of PC based instrument control software, effective skills in Windows, DOS, and OS/2 Warp computing environment and the ability to use word-processing, database and spreadsheet programs.
- 10.7 Demonstrated ability to manage workplace budgets and financial processes.
- 10.8 Proven high level analytical, problem solving and planning skills with the ability to manage operational change.
- 10.9 Previous experience in developing and presenting technical training workshops in analytical, chemical and/or biochemical instrumentation.
- 10.10 Sound knowledge of WH&S principles and practices, and demonstrated experience in successful application and promotion of these in a complex organisation.
- 10.11 Excellent time management, accurate record keeping and prioritization skills.

11.0 **DATE EFFECTIVE:**

12.0 **APPROVED BY:**

Pro Vice Chancellor, Science, Environment, Engineering and Technology Group

Date: _____

13.0 **APPLICATION PROCESS:**

Please ensure your application includes the following:

- **Statements addressing each of the selection criteria**
- One page covering letter outlining your suitability for the role
- Current curriculum vitae/resume which should include:
 - Full name, address, telephone number and email address;
 - Details of education, professional training and qualifications;
 - Employment history, including present position;
 - Name and email contact of three referees.

Please note that applications close at 4.30 pm on the closing date.