

**BIOBANK MANAGER
POSITION DESCRIPTION**

Position Title:	Biobank Manager		Position Number: 18301	Faculty/Division: DVC&VP(R)
Classification:	HEO7		No. Direct Reports & Highest Classified Position: NIL	School/Branch: Adelaide Microscopy
FTE: 1.0	Reports to: Director, Adelaide Microscopy	Fixed <input checked="" type="checkbox"/>	Continuing <input type="checkbox"/>	Discipline/Unit: DVC&VP(R)
Position Summary:	<p>The University of Adelaide has established a bio-repository (<i>Biobank</i>) on the North Terrace campus to centrally house valuable archival and backup biological materials in order to better manage inherent risks associated with the storage of increasing volumes of biological samples and research generated materials. It is a secure, custom-built facility to PC2 standard within an existing University building, housing 26 ultracold (-80°) freezers. In association with this, the University has introduced an Information Management System (FreezerPro) with the capacity to manage the Biobank contents, and also the various Schools' active local freezers and their collections.</p> <p>A Manager is required to manage the day-to-day operations of the North Terrace Biobank facility. They will be required to be the administrator of the FreezerPro system. In addition, they will oversee the operations of the Waite campus Biobank facility (eight freezers).</p> <p>The secure facility requires a Manager with the technical skills, experience and knowledge of a working microbiological laboratory. The Manager will control the IMS with respect to sample collections and storage at the Biobank, and will also assist local users with their use of the system.</p> <p>The facility is the responsibility of the Deputy Vice-Chancellor & Vice-President (Research) and the position reports to the Director, Adelaide Microscopy.</p>			
Position Characteristics:	Scope	<p>The North Terrace Biobank facility contains 26 freezers and is under the operation and control of the Biobank Manager. University processes and policies are in place to ensure strict guidelines are adhered to by the School users. A majority of the users of the facility will come from 2 Faculties and there may be approximately 50 users accessing the IMS at a local level. The Manager will be the first point of contact for all users of the system, providing business support and help. Oversight of the existing Waite campus Biobank facility will be required.</p> <p>The position requires limited direction, working with a degree of autonomy and requires liaison with School and University compliance and management personnel, to ensure efficient, safe and effective facility operations.</p>		
	Significant internal / external relationships	<ul style="list-style-type: none"> • School Research Laboratory Managers and Research group leaders. • School Managers • Office of DVCR • ITS support staff • External IMS supplier • Laboratory sales and service representatives 		
	Special conditions	<ul style="list-style-type: none"> • Reasonable workplace adjustments will be made for people with a disability. • Some work outside of standard hours may be required in the case of emergencies. 		
	Delegations	n/a		

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Key Responsibilities and Outcomes	1	Administer, under strict guidelines, the operations of the Biobank facility	<ul style="list-style-type: none"> • Assist in the maintenance of and adherence to business processes for the Biobank • Manage the transfer of biological samples from School laboratories to the Biobank facility. • Manage the storage of samples in the Biobank • Manage the recording of the sample transfer and all samples in the IMS • Maintain current working knowledge of statutory and University safety, containment and quarantine compliance. • Manage and maintain the PC2 standard facility and all associated external requirements, including Office of the Gene Technology Regulator (OGTR) and Dept of Agriculture, Fisheries and Forestry (DAFF).
	2	Administer the IMS for the Biobank facility	<ul style="list-style-type: none"> • Administrator of the system for the University • Control all inputs and reporting functions for the Biobank • Engage Technology Services as required for trouble shooting and planned work, as per the Technology Services processes document. • Communicate with the software vendor as required
	3	Provide support services for local users of the IMS	<ul style="list-style-type: none"> • First point of contact for all users of the IMS, providing business support and help • Maintain user accounts (creation/amendment/deletion) • All system configuration tasks (creation and amendment of freezers and freezer configurations, user groups, system user roles, sample types and box types) • Coordinate user training requirements
	4	Policy development	<ul style="list-style-type: none"> • Contribute to policy development for the Biobank operations • Contribute to the development of user guidelines and compliance documents • Review of policies and procedures
	5	Reporting	<ul style="list-style-type: none"> • Provide reports as required to initiate user billing • Prepare University HSW reports as required • Prepare user reports as required by the DVCR
Criteria	Capabilities and Behaviours	Achievement Drive	<ul style="list-style-type: none"> • Plans ahead to ensure all tasks completed • Sets targets to achieve results. • Deals with conflicting demands quickly and calmly

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		<p>Communication</p>	<ul style="list-style-type: none"> • Uses high level communication skills (clarifying questions, summarising, paraphrasing) to ensure their meaning is understood. • Is persuasive and confident in communicating ideas. • Adapts style and content of communication of ideas and information to match the audience.
		<p>Continuous learning</p>	<ul style="list-style-type: none"> • Undertakes regular review of work practices to identify areas for improvement. • Identifies possible solutions to solve an issue when raising it to the next level. • Reviews projects and activities to learn from successes and mistakes and implement improvements from the learning. • Encourages others to consider and attempt to improve existing systems and processes
		<p>Flexibility and Adaptability</p>	<ul style="list-style-type: none"> • Shows flexibility in coping with multiple and changing priorities. • Adapts to changes in environment and work demands, working effectively with a variety of situations and people. • Provides ideas for improvement and constructive input into change initiatives.
		<p>Service Focus</p>	<ul style="list-style-type: none"> • Takes personal responsibility to resolve requests or complaints • Uses initiative in actively and promptly following up with clients to ensure satisfaction with the service • Seeks and acts on client feedback • Agrees expectations with client to ensure client understands service delivery timeframes. • Develops and implements systems and policies to ensure outstanding client service is achieved.
	<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> • Demonstrated experience in controlling the operations of a laboratory; in particular, microbiological facilities. • Experience in managing the security, safety, compliance and risks of a laboratory facility. • Experience in working with various Information Management Systems • High level administration skills and computer literacy, including competency in the Microsoft Office suite of programs (particularly Excel). • Experience in meeting compliance regulations and documentation standards • Demonstrated good communication skills, both oral and written 	
	<p>Qualifications</p>	<ul style="list-style-type: none"> • A degree in either a biological or health science, or related field with subsequent relevant experience, or an equivalent combination of education and experience 	

