

Position Title:	Biobank Manager		Position Num	ber: 18301	Faculty/Division: DVC&VP(R)	
Classification:	HEO7		No. Direct Rep & Highest Clas	oorts ssified Position: NIL	School/Branch: Adelaide Microscopy	
FTE: 1.0	Reports to: Director, Adelaid	de Microscopy	Fixed X	Continuing 🗌	Discipline/Unit: DVC&VP(R)	
Position Summary:	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.					
	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).					
	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.					
	The facility is the responsibil Microscopy.	ity of the Deputy Vi	ice-Chancellor &	Vice-President (Research) and	the position reports to the Director, Adelaide	
Position Characteristics:	Scope	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. 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.				
	Significant internal /	School Research Laboratory Managers and Research group leaders.				
	external relationships	School Managers				
		Office of DVCR				
			ales and service i	representatives		
	Special conditions	-		ments 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				



Key Responsibilities and Outcomes	1	Administer, under strict guidelines, the operations of the Biobank facility		 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 storage of samples in the blobank Manage the recording of the sample transfer and all samples in the IMS 		
				 Maintage the recording of the cample transfer and an camples in the inter- 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		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		• 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		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		Provide reports as required to initiate user billing		
				Prepare University HSW reports as required		
				Prepare user reports as required by the DVCR		
		A	chievement Drive	Plans ahead to ensure all tasks completed		
Criteria	a Capabilities and Behaviours			Sets targets to achieve results.		
				Deals with conflicting demands quickly and calmly		



	Communication	• 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. 				
	Continuous learning	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				
-	Flexibility and Adaptability	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.				
	Service Focus	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. 				
Knowledge and	Demonstrated experience in controlling the operations of a laboratory; in particular, microbiological facilities.					
Experience	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	Demonstrated good communication skills, both oral and written				
Qualifications	 A degree in either a biological or health science, or related field with subsequent relevant experience, or an equivalent combination of education and experience 					



Occupational Health, Safety and Welfare Requirements	• All Supervising staff are required to implement and maintain the University's OH&S Management System in areas under their control ensuring compliance with legislative requirements and the established Performance Standards. All other staff will assist the Head of School/Branch to create and maintain a safe and healthy work environment by working safely, adhering to instructions and using the equipment provided in accordance with safe operating procedures. Where appropriate, staff will initiate and participate in worksite inspections, accident reporting and investigations, develop safe work procedures and provide appropriate information, instruction, training and supervision. Staff will also inform the Head of School/Branch of any unsafe working practices or hazardous working conditions.				
University Expectations	All staff are expected to:				
	• Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors;				
	 Participate in the Planning, Development and Review which includes a regular review of their performance against the responsibilities an performance objectives associated with the role and demonstration of appropriate behaviours which reflect a commitment to the University's values and strategic directions; 				
	Perform their responsibilities in a manner which reflects and responds to continuous improvement; and				
	Read, understand and comply with all University policies and procedures.				
Approvals:	Head of School / Branch Manager	Director Human Resources			
Head of School / Branch Manager	Name:	Name:			
	Signature:	Signature:			
	Date:	Date:			
Acknowledgement of Incumbent	I have read and understood the requirements of the position				
	Name:(please print) Signatur				