POSITION DESCRIPTION

POSITION TITLE: Sample Processing Manager
CLASSIFICATION: STO5
DIVISION: Support
DEPARTMENT: Scientific Services
LOCATION: Herston

POSITION OBJECTIVES

The primary objectives of this position are to:

- Effectively manage the Sample Processing Service; including receipting, processing and biobanking of human clinical samples within the Institute,
- Ensure compliance with relevant regulatory and ethical standards, and
- Engage with internal clients to ensure the Sample Processing Service supports QIMR Berghofer research activities.

ORGANISATION CONTEXT

QIMR Berghofer is a statutory body under the QIMR Act (1945). The mission of QIMR is to promote the wellbeing of humankind through medical research, to maintain within the State of Queensland an internationally recognised Centre for Medical Research, to develop that Centre as the primary focus of Medical Research within the State and to co-operate with, and where possible assist the work of other medical research establishments within the State and throughout the world.

QIMR Berghofer Support Division includes Human Resources, External Relations, Finance & Administration, Research Support & Governance and Scientific Services. The role of the Support Division is to provide support services to QIMR Berghofer research staff to enable them to effectively conduct research and development.

Scientific Services provides a diverse array of support services to researchers across QIMR Berghofer; including flow cytometry, microscopy, histotechnology, GMP production, animal facilities, veterinary services, analytical facilities, sample processing services, building services, scientific equipment management, cryogenics and stores.
REPORTING STRUCTURE

This role reports to the General Manager Scientific Services and has one direct report (Sample Processing Technician (STO2)).

PRIMARY RESPONSIBILITIES

- Lead and manage a customer focussed service, including:
  - Ensure protocols are in place to confirm all samples comply with relevant regulatory and ethical standards prior to processing.
  - Lead the development and implementation of the service, including preparing Standard Operating Procedures (SOP’s) and practices.
  - Work closely with researchers and other managers to ensure that the service supports the Institute’s research activities.
  - Work with managers and researchers to establish cost recovery systems and ensure costs are recovered appropriately.
  - Manage the administration of the service including ordering of supplies, coordinating maintenance and upgrading of equipment, etc.
  - Establish systems to ensure accurate records are taken and maintained.
  - Ensure communication with clients includes progress of sample processing and to notification of results on completion.
- Where required perform the duties of the Sample Processing Technician in receipting, processing and bio-banking of human clinical samples within agreed timelines and SOPs.
- Lead a small team through:
  - Managing team members’ performance by communicating expectations, providing regular performance feedback, coaching for improved performance, and developing/encouraging professional and personal growth.
  - Fostering positive and productive working relationship between team members and effectively managing conflict.
  - Ensure all staff are appropriately trained.
  - Monitoring work practices within the work area to ensure compliance with the requirements of the Work Health and Safety Act, related legislative requirements and the Institute’s OH&S policies and procedures.
- Utilise expertise and experience to continuously improve the service.

KEY SELECTION CRITERIA (Qualifications, Experience, Skills and Abilities)

Essential

- Degree level qualifications in a life science.
- Demonstrated extensive experience in a medical research or clinical environment.
- Demonstrated supervisory skills and the ability to manage a small team.
- Demonstrated experience and skill in the processing of large numbers of clinical samples (e.g. nucleic acid extraction, whole blood extractions, protein extraction).
- Experience in method development, including the preparation of standard operating procedures in a research or clinical environment.
- Excellent communication skills and an ability to build relationships with internal customers.
- Understanding of the legislative and ethical framework for undertaking medical research, including Human Ethics and WH&S
- Proven ability to maintain accurate records with a high level of accuracy.
• Ability to establish and achieve deadlines and to follow tasks through to completion.

Desirable
• Experience in the delivery of core services in a research or clinical environment.
• Experience in archiving of human clinical samples.
• Experience in the utilisation of high throughput instrumentation.
• Excellent computer literacy with experience in database or laboratory information software packages (i.e. LIMS).