

Job Description Form (JDF)

Position details

Position title: Team Leader (Wormvax Laboratory)
Position number: 70210212
Classification: Level 5
Physical location: Albany
Award: PSA 1992
Agreement: PSCSAA 2019
Pillar: Primary Industries Development
Directorate: Livestock
Branch: Wormvax Laboratory

Reporting relationships

Reports to: Director (70190256), Specified Callings Level 5

This position

Direct reports: Up to 3

Role summary

Ensures production of quality vaccine to meet the quantities and timelines negotiated with the Wormvax company. Provides high level technical support and supervision to ensure that all operations are conducted consistent with animal ethics and vaccine production standards as required by internal and independent regulatory standards.

About us

The Department of Primary Industries and Regional Development's (DPIRD) role is to ensure that primary industries and regions are key contributors to the Government's agenda for economic growth and diversification, job creation, strong communities and better places. Our goals are to:

- **Protect:** to manage and provide for sustainable use of our natural resources and soils, and to protect Western Australia's brand and reputation as a reliable producer of premium, clean and safe food, products and services.
- **Grow:** to enable the primary industries sector and regions to increase international competitiveness, grow in value and social amenity and become a key pillar of the State's economy.
- **Innovate:** to support a culture of scientific enquiry, innovation and adaptation across primary industries and regions to boost industry transformation, economic growth and employment.

Our values

Our values are critical in creating a healthy and dynamic culture that helps each and all of us to make our best contribution, to develop a workplace where we feel excited about our work and results and where other people will increasingly want to join our team. Our values underpin how we operate:

- We value **relationships** - Our relationships with our clients, colleagues and stakeholders are at the heart of everything we do.
- We are **resilient** - We recover from setbacks, embracing and adapting to change because we have a clear focus on the big picture and long term impact.
- We are **responsive** - We understand the needs of our clients, colleagues and stakeholders and add value by tailoring our solutions accordingly.
- We focus on **results** - We strive to develop and provide excellent services that delivers meaningful results to the community we serve.

Key responsibilities

The key responsibilities of the role include, but are not limited to, the following:

Leadership and Management

- Leads the Wormvax production team.
- Coaches team members in vaccine production and associated tasks.
- Develops a cohesive team within the Wormvax production group and ensures effective team support from the Wormvax team to other areas of DPIRD.
- Alerts appropriate levels of DPIRD management and Wormvax to business opportunities and risks associated with the Wormvax enterprise, through timely and quality reporting.
- Supports people through agency change initiatives.
- Manages the recruitment and contract management of team members to ensure production requirements are met.
- Contributes to the effectiveness of the Section by actively participating in the Section leadership team.

Vaccine Production

- Liaises and negotiates with senior Wormvax management to determine the production levels and timetables.

- Manages the stock (sheep) purchasing program that enable the required level of vaccine production to meet anticipated demand.
- Oversees the management of the stock in the research facility and ensures internal and external animal ethics standards are applied.
- Manages and provides technical support during worm production and all steps of vaccine manufacture.
- Manages the vaccine production laboratory resources including ordering raw materials, equipment calibration, maintenance and service, and quality control of process.
- Ensures the manufacturing standards of the vaccine are effectively implemented with appropriate reporting and record keeping.
- Manages manufacturing audit processes and reporting to deliver the requirements of the independent regulatory body.
- Manages the logistics of the vaccine production to ensure vaccine production aligns with the timing of demand for the product.
- Implements business plans to expand long-term production levels of the vaccine.

Other

- Optimises utilisation of resources by ensuring the application of financial, people and procurement policies.
- Applies risk management to all business processes.
- Exercises appropriate initiative and in consultation with stakeholders assists in continuously improving processes and systems.
- Undertakes emergency response duties as required.
- Other duties as required.

Work related requirements

In the context of the role:

Essential criteria

Role specific

1. Knowledge of and experience working in a biological laboratory including laboratory techniques, scientific methods, analytical procedures, and quality management systems
2. Demonstrated experience managing technical, human, financial and physical resources in a laboratory operation.

Core capabilities

3. *Build effective relationships:* Well-developed workplace communication skills including written, verbal, negotiation and interpersonal skills, with the ability to consult effectively at senior levels in private industry and within DPIRD.

4. *Challenge for innovation:* Establishes clear plans and timeframes; evaluates performance and identifies need for change; determines action and focuses on quality whilst seeing tasks and projects through to completion.
5. *Think strategically:* Highly-developed conceptual, analytical and problem-solving skills and demonstrated understanding of the principles of risk management relating to vaccine production.
6. *Deliver in a changing environment:* Demonstrated well-developed time management skills with the ability to plan, prioritise and deliver outcomes within agreed timeframes and respond effectively to change.
7. *Lead and empower others:* Well-developed leadership skills and the ability to work professionally with staff at all levels.

Desirable criteria

1. Advanced Diploma of Laboratory Operations, or Bachelor degree in a relevant discipline, or equivalent capability, providing senior laboratory support in laboratory skills and management.
2. Awareness and understanding of procedures used in the livestock industries

Special requirements/equipment

- Successful applicant will be required to have a Q-fever vaccination unless they are already vaccinated or have already had the disease.
- A current and valid Western Australian C (car) class driver's licence, or equivalent is required (if not currently held, must be acquired prior to commencement at applicant's expense).
- An acceptable National Police Certificate (police clearance) is required. If not currently held, must be acquired prior to commencement at applicant's expense.
- Occasional travel to and from metropolitan and regional offices may be required.
- The contract of employment specifies terms and conditions relating to this position.

Certification

The details contained in this document are an accurate statement of the duties, responsibilities and requirements of this position.

Delegated authority

Endorsed by:	Niegel Grazia
Position title:	Deputy Director General, Industry and Economic Development
Endorsement Date:	25 September 2019