

POSITION DESCRIPTION

POSITION TITLE:	Operational Supervisor
CLASSIFICATION:	TBC
GROUP:	Chief Operating Officer's Office
DEPARTMENT:	Scientific Services
LOCATION:	Herston, Brisbane

POSITION OBJECTIVES

This position manages the day to day operations of preparation and cleaning of scientific equipment within the Animal Facility. The aim is to ensure equipment is delivered on time and Standard Operating Procedures are followed.

ORGANISATIONAL CONTEXT

QIMR Berghofer is a statutory body under the Queensland Institute of Medical Research Act (1945). The mission of QIMR Berghofer is to promote better health through impactful medical research. QIMR Berghofer has a vision to lead the way to significant innovation in health outcomes, nationally and globally. We are committed to supporting ground-breaking research discoveries, achieving sustainability and achieving impact, maintaining an internationally recognised Medical Research Institute within the State of Queensland that is the primary focus of Medical Research within the State. We cooperate with, and where possible assist the work of other medical research institutions within the State and globally.

The Institute focuses its research within four key Programs:

- Cancer Research
- Infection & Inflammation
- Mental Health & Neuroscience
- Population Health

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

QIMR Berghofer promotes a Working Better Together operating model, recognising that whilst the purpose of the Institute is medical research, and the contribution of researchers is key, it cannot be done without the work of our highly-skilled professional staff. It recognises that we are all here to facilitate the same mission – Better health through impactful medical research. Working Better Together is underpinned by the shared understanding and application of our values:

- Excellence
- Integrity
- Respect
- Collaboration
- Accountability

REPORTING STRUCTURE

The position reports directly to the Animal Facility Manager and is responsible for the supervision of Operational Officers in their work area.

PRIMARY RESPONSIBILITIES

- Manage the day to day operations, which includes:
 - Managing the roster and allocation of operational officers across the operational areas
 - Reviewing and approving leave application, timesheets and other payroll tasks
 - Ensuring the team are working in allocated work stations
 - Maintaining accurate records of autoclave usage and facility outputs
 - Ensuring the standards of cage consignments including quality control
 - Organising and managing the consumable stocks necessary for the operation of the department (bedding, animal feed, personal protective equipment, etc.)
 - Liaising with Building Services to ensure the maintenance and breakdown of various workstations within the organisational areas
 - Assisting team with operations tasks to ensure cage outputs are maintained
- Lead a team through:
 - Inducting and training new team members
 - 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.
 - Monitoring work practices within the work area to ensure compliance the Institute's WH&S policies and procedures.
 - Ensuring policies and procedures are implemented, maintained by reviewing processes and protocols, and all employees are appropriately trained at all times.
- Manage the processes in the animal facility operations, including:
 - Ensuring that all equipment required and supplied for animal work complies with Australian Code of Practice and the QIMR Berghofer AEC recommendations.
 - Establishing and maintaining effective relationships with internal and external stakeholders of QIMR Berghofer.
 - Ensuring waste materials are disposed of in accordance with legislation and facility standard operating procedures
 - Ensuring the maintenance and organisation of the various workstations within the operational areas

Additional information:

This position may be required to work on public holidays.

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

- Experience as a supervisor, leading a team
 - Excellent computer knowledge including MS Office
 - High level of organisational skills and demonstrated ability to meet deadlines and to follow tasks through to completion
 - Proven and demonstrated abilities in aseptic techniques and sterilisation processes
 - Excellent written communication skills, including drafting operating procedures
 - Excellent interpersonal communication skills, particularly dealing with conflict
 - Proven ability to keep and maintain accurate records with high level of accuracy
 - Proven ability to work well in a team and independently
 - Knowledge of containment and exclusion practices
 - Knowledge of maintenance procedures for different types of surfaces and materials
 - Demonstrated experience in using good judgement, with limited direction, when making decisions
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