



POSITION DESCRIPTION

Position	Microbiology and Immunology Team Leader		
Position Number		Level/Classification:	HEW0707
Reports to	Technical Services Manager		
Unit	College Professional Services		
Directorate	Strategy and Operations		
College	Technical Services		

Position Purpose

This position leads the Microbiology team in the effective delivery of teaching and research technical services within the disciplines of Veterinary Medicine and Medical, Molecular and Forensic Sciences.

About Murdoch University

Murdoch University helps people discover how to make a difference, through education and research endeavour, and remains one of the most inclusive universities in the country, providing students with quality education and recognised academic standing within an engaging and caring environment. We are a university for all, irrespective of background and social standing with a focus on social equity, self-direction and freedom of thought and belief.

With strong links to government, business and the community, Murdoch University helps people discover how to make a difference. We are a young, innovative and enterprising university with more than 23,000 students and 1,700 staff across Perth, Singapore and Dubai. We are committed to high quality education, innovative research, and strong community engagement both locally and internationally.

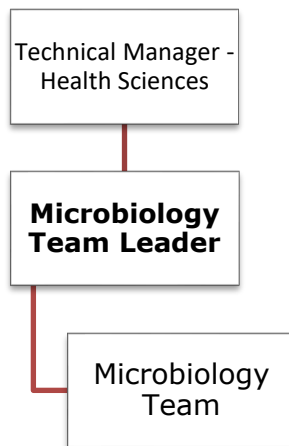
Our [Strategic Plan and Future Horizon 2017-2027](#) outlines an ambitious blueprint for development and growth, with a focus on one purpose: to be a creative force for current and future generations.

We are clear about our two core goals: to educate free thinkers who thrive in society and are sought after by employers; and, to provide life changing solutions for the world's big challenges through our outstanding translational research and innovative practice.

About the Work Area

The microbiology technical group has the responsibility for operating and maintaining undergraduate teaching labs along with preparing, developing, designing and constructing experiments. Whether teaching, research or external engagement activities the group manages the technical requirements that service the needs of the University community.

Reporting Relationships



Key Responsibilities / Duties

Leadership

1. Actively lead and manage the Microbiology technical team and maintain oversight of assigned laboratories and facilities.
2. Determine resources, space, and time requirements for efficient and effective running of undergraduate laboratories.
3. Plan and supervise the preparation of laboratory components of the undergraduate classes in the Microbiology technical team, procure all relevant materials, reagents, media and equipment and ensure they are prepared in a timely fashion.
4. Advise and assist Academic staff with development of new course activities.
5. Establish procedures and protocols for the maintenance and services of laboratory equipment.
6. Prepare and maintain Standard Operating Procedures for undergraduate Medical, Molecular and Forensic Sciences laboratory operations and certain research areas.
7. Control the budgeting and purchasing in technical and relevant service areas in Medical, Molecular and Forensic Sciences.
8. Maintain compliance with relevant legislative and University policies and procedures, including OGTR requirements, OSH, equity.
9. Ensure maintenance of registers for chemical stocks, SDS, biological stocks, equipment and assets.
10. Support and promote compliance with relevant legislation and University policies and procedures, including equity and health & safety.
11. Embody the University's values within and beyond the University, building equality and diversity and encouraging social responsibility.
12. Support the delivery of an engaging student experience of which excellence in research and quality education are fundamental, aligning to College/Office and University objectives.
13. Work collaboratively and effectively across the University and with central university professional service functions.
14. Develop and maintain strong effective working relationships with key management personnel and internal client base.
15. Participate on committees and working parties related to the College/Office as required.
16. Carry out, and assist with, miscellaneous activities as requested. Provide technical support to research and other engagement activities of the discipline.

Technical

17. Demonstrate advanced techniques and complex instrumentation to both students and unit demonstrators in relevant undergraduate units.

18. Procure, install, and operate a variety of equipment used in Microbiology undergraduate laboratories.
19. Plan and supervise the preparation of laboratory components of the undergraduate classes in the Microbiology technical team ensuring all relevant materials, reagents, media, and equipment are prepared in a timely fashion.
20. Supervise, administer, and train staff and students in the use and maintenance of specified equipment and facilities.
21. Liaise with academic staff to design and develop new laboratory unit activities and experiments.
22. Utilise specialised molecular biology related computer software to analyse student laboratory data and present student results.
23. Manage PC2, AQIS, OGTR and AEC compliance in assigned teaching spaces.

Selection Criteria

Essential

1. A tertiary degree in biological sciences, preferably in the field of Microbiology with at least 4 years subsequent relevant clinical laboratory experience or an equivalent combination of relevant experience and/or education/training.
2. Significant experience in Microbiological techniques and laboratory management.
3. Experience in and knowledge of Occupational Health and Safety specifically relating to biological laboratories and preferably PC2, AQIS, OGTR and AEC compliance.
4. Demonstrated high level of organisational, time and workload management skills, including the ability to prioritise workload to meet strict deadlines.
5. Demonstrated ability to use initiative, assume responsibility for tasks and projects and to resolve problems.
6. Ability to work in a team environment and flexibility to undertake a diverse range of tasks with minimal supervision.
7. Demonstrated high level of computer literacy and proficiency in the production of high-level work using software such as Microsoft Office applications and specified University software programs, with the capability and willingness to learn new packages as appropriate.
8. Demonstrated high level of organisational, time and workload management skills, including the ability to prioritise workload to meet strict deadlines.
9. Highly effective communication, customer service and interpersonal skills, and the demonstrated ability to interact constructively and collaboratively with staff at all levels of the organisation and/or external stakeholders.
10. A commitment to equity and social justice principles.
11. Experience in people leadership, development, engagement and management, with the demonstrated skills to motivate, inspire, and mobilise teams to create a positive workplace culture and deliver quality outcomes.

Desirable

1. Knowledge of the various aspects of Microbiology together with that of Immunology and Molecular Biology.
2. Previous experience working in a tertiary education sector.

Work Requirements

1. A current or ability to obtain Working with Children check in accordance with the University's Employee Background Checks Procedure.
2. Ability to work outside of normal office hours when required.
3. Australian residency or possession of a valid visa with work entitlement in Australia.
4. Be able to provide evidence of appropriate vaccination or immunity in accordance with the University's Immunisation Policy.
5. Current 'C' Class Australian driver's license.

Guiding Principles and Values / Code of Ethics and Code of Conduct

The founding principles upon which Murdoch University was established continue unabated today. We continue to be guided by the principles of:

- Equity and Social Justice
- Opportunity
- Sustainability
- Global Responsibility

These Murdoch principles come to life through our culture as evidenced by being an institution where the following are clear:

- Integrity
- Respect and Diversity
- Purpose
- Excellence and Future-focus

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff are to complete a Development Review Annually. Details of the University policies on Development Review can be accessed [here](#). A Commencing Development Review should be completed within 3 months of commencement.