



POSITION DESCRIPTION -Professional Services Staff

(for levels 6/7 and above)

Position Title: Animal & Environment Facility Manager

Faculty: Science, Medicine and Health

Location: Wollongong campus

Level: 8/9

School/Unit: Research Operations

Primary purpose of the position:

The Animal and Environment Facility Manager is responsible for overseeing the efficient and effective operation of the facilities related laboratories and assets. This key role involves managing staff, budgets, equipment, safety procedures, risk management, auditing, reporting, and maintaining commercial contracts and relationships. The Facility Manager plays a crucial role in ensuring a safe and conducive environment for research, experiments, and academic pursuits both within the university's scientific community and commercially.

Position Environment:

The University of Wollongong is a leading Australian university with a history of outstanding achievements in teaching and learning, research, and community engagement. It is fundamentally committed to providing our diverse body of students with an engaging world class and internationally oriented learning experience. The success of this commitment is demonstrated by enviable results in preparing students for the challenges of future study and workplace environments.

The University recognises the collective nature and interconnectedness of Aboriginal and Torres Strait Islander families and communities and offers generous working conditions in a great location, with sociable hours, family friendly policies, flexible work practices and culturally sensitive leave provisions, including cultural and ceremonial leave. Further supports for advancing equity, diversity and inclusion (EDI) at the University include: a 'Primary Carer Return to Work Grant' that provides flexible funding to primary carers returning from parental leave; an active Ally network supporting gender, sex and sexuality diverse staff and students; a Disability Inclusion Network for staff; EDI training and resources for all staff members; and an EDI governance structure that ensures action on EDI is embedded at all levels of the university.

The Faculty of Science, Medicine and Health (SMAH) comprises of the Schools of Chemistry and Molecular Biosciences; Earth, Atmospheric Life Sciences; Medical, Indigenous and Health Sciences; Nursing; and the Graduate School of Medicine. With such a diverse science and health focus, SMAH is positioned to be a major force in connected and science-embedded education and translational science, medical and health research in Australia. Empowered by first-class teaching, driven by active research, and committed to advancing equity, diversity and reconciliation, this Faculty combines the very best of science, with strong capacity for translation to our global communities' needs and aspirations.

The Animal and Environment Facility is a research platform supporting laboratory animal studies, geospatial systems (remote sensing) and field work research activities.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of time
1.	Staff Management: - Recruit, train, and supervise laboratory personnel, including technicians, assistants, and support staff. - Provide leadership and guidance to the laboratory team, fostering a collaborative and productive work environment. - Conduct performance evaluations and implement professional development plans for staff members.	A cohesive team, of motivated and highly-skilled staff that work effectively to meet the day-to-day and strategic research objectives of the facility.	20%
2.	Budget Management: - Develop and manage the annual budget for the facility, ensuring financial resources are allocated appropriately. - Monitor expenditures and prepare financial reports for university administrators review.	Transparent and sustainable financial operating model for the facility is established and maintained.	20%
3.	Equipment Management: - Oversee the procurement and maintenance of laboratory equipment and instrumentation. - Collaborate with key academic stakeholders and leadership to ensure that equipment needs align with research and teaching requirements. - Report on laboratory activities, equipment usage and performance.	Ensure equipment availability and quality to meet research needs and produce quality outcomes.	20%
4.	Develop and drive the delivery of strategic and operational plans for the facility developed in conjunction with key Academic leadership and oversee their operationalisation.	Well-thought strategic and operational plans which are developed in consultation with key leadership and meet the research needs of the unit.	10%
5.	Provide advice on specialist technical approaches for related to the facilities, best suited to the experimental questions being asked.	Researchers have access to high-calibre support to meet their research needs.	10%
6.	Ensure compliance with university, local, and federal Workplace Health and Safety regulations relating to general laboratory operations as well as regulations specific to the facility.	Laboratories are in safe and compliant condition for all staff and researchers	10%
7.	Managing Commercial Contracts, Relationships, and Identifying Commercial Opportunities: • Engage with vendors and suppliers to negotiate contracts for equipment and services • Foster and maintain positive relationships with external partners, research collaborators, and industry stakeholders. • Proactively identify and act on opportunities to improve the financial performance of the facility including business development opportunities, interactions with clients and the development of business plans, cases and applications for funding • Assess and recommend strategic initiatives that could	The facility establishes positive network and commercial opportunities to increase the profile of the faculty and researchers.	10%

	generate revenue, enhance the facilities reputation, and support the university's scientific objectives.		
8.	Develop and maintain systems and processes for the faculty to improve administrative operations.	To ensure efficient and consistent service delivery.	Ongoing
9.	Maintaining compliance with the Australian Code for the Care and Use of Animals in Research and Teaching	Maintain compliance with section 2.5.14 to 2.5.17	Ongoing
10.	Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	To foster direct relationships with staff and enhance engagement with the organisation.	Ongoing
11.	Observe principles and practices of Equal Employment Opportunity	To ensure fair treatment in the workplace	Ongoing
12.	Have WH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	To ensure a safe working environment for self and others.	Ongoing

Reporting Relationships:

Position Reports to:	Senior Manager: Research Operations
The position supervises the following positions:	Technical Staff within the Animal & Environment Facility
Other Key Contacts:	Faculty Research Theme Directors Senior Executive – Executive Dean and Associate Dean Researcher Development and Integrity (Ethics) Unit, Researchers Staff and student researchers Facilities Management Division Research Services Office

Key Relationships

Contact/Organisation	Purpose and Frequency of Contact
Senior Manager: Research Operations	Weekly/as required; to report on facility and human resource matters.
Associate Dean Research	As required; to report on facility operations and contribute to faculty research strategy.
Research Theme Directors	As required; to report on facility operations and consult on the strategic and operational plans of the facility.
Faculty Research Committee	As required; may be involved as a committee member or required to report to the committee.
Researcher Development and Integrity (Ethics) Unit	As required; to remain informed on the research development and integrity issues and changes.
Research Services Office	As required; to remain informed on the research operations within higher education, specifically UOW
National Research Infrastructure Strategy via Office of the NSW Chief Scientist & Engineer	As required; to establish networks and develop a facility competitive to seek funding opportunities.

Key Challenges

- Remain abreast of the research operation and funding landscape within UOW and across Australia.
- Communicate and consult with a variety of stakeholders with the aim to meet an overall strategic objective of the facility.

- Manage resourcing provisions where competing priorities may exist.
- To achieve the unit's strategic work objectives through direct communication and consultation with staff and colleagues

SELECTION CRITERIA

Essential:

- Post-graduate qualifications in either an Earth Science, Biological, or Ecological discipline and extensive relevant experience in laboratory work, handling of animals and/or fieldwork, or extensive scientific experience and management expertise deemed equivalent.
- Extensive experience in laboratory management, with a focus on staff supervision, budgeting, and equipment/resource planning and procurement.
- Detailed knowledge and experience working in a scientific laboratory with experience in animal handling, animal ethics as well as experience undertaking fieldwork.
- Extensive knowledge of legislation, policies and standards related to the use of animals in research, fieldwork and laboratory WHS and an ability to implement these into the workplace setting to ensure compliance.
- Strong communication and interpersonal abilities to liaise with staff, students, external partners, and faculty senior executives, including networking capability with a client centric approach.
- Proficiency in using laboratory software, budget management tools, and standard office productivity software for record-keeping, auditing and reporting.
- Demonstrated experience building and leading effective teams to deliver specialised analytical services and support to the research community.
- Ability and capacity to direct and monitor the implementation and effectiveness of a quality management system.
- Demonstrated commitment to applying culturally respectful and safe practices in the workplace and demonstrating respect and inclusiveness of diverse people in all work practices.

Desirable:

- Knowledge of the higher education sector in Australia
- Evidence of entrepreneurial ability and proven capacity to develop business opportunities, particularly in line with the National Research Infrastructure Strategy.
- Knowledge of the National Computational Infrastructure and management of big data.
- Familiarity with AMSA regulations for the use of vessels for commercial purposes (research).

Personal Attributes:

- A desire to continually improve.
- The ability to foster a harmonious team environment.
- A demonstrated commitment to cultural sensitivity, EEO and WHS

SMAH Values Statement:

The SMAH values statement provides the foundation for Faculty culture. All staff members are expected to be guided by the Faculty values in performing their roles.

*We act with **integrity** and **transparency**, and we are **supportive** and **collaborative**.*

INTEGRITY: We act in everyone's best interests and make ethical decisions.

TRANSPARENCY: We are honest, reliable and willing to ask and answer questions.

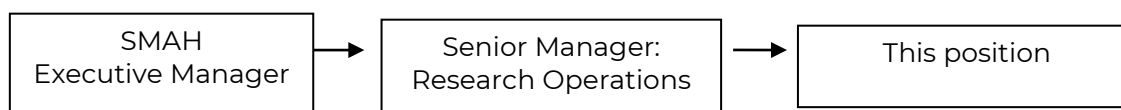
SUPPORTIVE: We help each other thrive in a safe and positive work environment.

COLLABORATIVE: We work together towards positive outcomes within and beyond the Faculty.

Special Job Requirements:

- May be required to work outside of standard work hours and some weekends, as determined by operational requirements of the facilities.
- May be required to attend to laboratory work as determined by peaks of work during the year.
- This position is the Biosecurity site manager for Biosecurity containment laboratories/areas related to this facility.
- A requirement of the role is that you can work in close proximity with animals including, but not limited to, rodents, mice, fish and lizards.
- This position may need to approve documents relating to the operation of high-risk assets, such as marine vessels, or approve documentation relating to the use of animals in research, therefore an aptitude to

Organisational Chart:



Roles and Responsibilities in Relation to Workplace Health and Safety:

The University of Wollongong is committed to providing a safe and healthy workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injuries and illness.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

All Staff

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the document [Roles And Responsibilities for WHS](#) and [WHS Management System](#).

Additional Responsibilities for Staff with supervisory responsibilities

- Ensure work area, equipment and practices are compliant with applicable legislation, standards, codes of practice and University guidelines.
- Ensure risk management activities are undertaken to minimise WHS risk including hazard and incident reporting, risk assessment and safe work procedures.
- Provide the necessary instruction, information, induction, training and supervision to enable work to be carried out safely.
- Ensure Work Health and Safety (WHS) activities and requirements are implemented for area as outlined in the [Roles And Responsibilities for WHS](#) and [WHS Management System](#).

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;

- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

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