

Bioservices Supervisor- Parkville

Position title: Bioservices Supervisor

Classification: PSE 7

Division/Department: Bioservices

Position reference:

Work location: Parkville

Remuneration range:

Employment type: Full Time

Positions reports to: Assistant Facility Manager,
Facility Manager and Head of Bioservices.

Further information: Fixed Term

Positions reporting to this one: Team Leader,
Animal Technician, Trainee Animal Technician

Closing date:

Position overview

This position is responsible for the general overview of a specified area or section within Bioservices Parkville and the supervision of technical staff, to ensure the needs of the facility are met. The tasks include allocating workloads and monitoring competencies of the animal technical staff. They are to act as a mentor for their team by encouraging teamwork and modelling professional behaviour.

Other tasks include monitoring overall compliance with Animal Ethics Committee (AEC) structures, Institute Biosafety Committee (IBC), Standard Operating Procedures (SOP's) and the guidelines of other relevant regulatory bodies. The Supervisor acts as a point of reference and a conduit between researchers and technicians within their area and also assists the researchers with complex mouse-based techniques as required.

In addition to undertaking tasks associated with the care, husbandry and maintenance of genetically manipulated mice in the facility, the supervisor may have other specialist responsibilities. These may include assisting with: health monitoring protocols, exporting animals, training of animal technicians and researchers, management of AMS, OHS compliance and organisation of day-to-day facility workloads.

Key challenges include:

- Ensuring husbandry and animal health and welfare monitoring is carried out to the highest standard according to training protocols and Standard Operating Procedures (SOP's). This includes monitoring the work performance of staff under their supervision.
- Meeting researcher needs for breeding programs, technical assistance and the planning of experiments.
- Ensuring all communications are highly professional and that all necessary parties are included in relevant conversations.
- Participation in the Bioservices Division Supervisors and SOP meetings to identify needs, advise, resolve problems, reach agreement or gain cooperation of others to comply with technical and administrative requirements. Makes recommendations or has discretion and influences how techniques and processes are completed and in the setting of professional standards.

Organisational environment

The Walter and Eliza Hall Institute of Medical Research

The Institute is one of Australia's leading biomedical research organisations, with a strong national and international reputation for performing highly influential basic and translational research.

With more than 1,100 staff and students, the Institute is addressing some of the major health challenges of our time, with a focus on cancer, infection, inflammation, immune disorders, development and ageing. We are at the forefront of research innovation, with a strong commitment to excellence and investment in research computing, advanced technologies and developing new medicines and diagnostics. And our researchers are strongly supported by Professional Services teams.

The Institute is organised around five themes; Cancer Research and Treatments; Infection, Inflammation and Immunity; Healthy Development and Ageing; New Medicines and Advanced Technologies and Computational Biology. This Institute is committed to delivering long term improvements in treating and diagnosing diseases, with many national and international clinical trials underway based on research undertaken at the Institute.

The Institute's main laboratories are located in the world-renowned Parkville precinct, a vibrant and collaborative life science research, education and healthcare hub. The Walter and Eliza Hall Institute Biotechnology Centre is located 30 minutes from Parkville at La Trobe University's R&D Park in Bundoora and includes facilities for medicinal chemistry and antibody development and production. Additionally, based in Kew, the Clive and Vera Ramaciotti Laboratories (established in 1973) produce high quality, germ-free and specific pathogen free bioservices resources for research.

Organisational objectives

Discovery and translation

To make discoveries that shape contemporary scientific thinking, increase understanding and improve prevention, diagnosis and treatment of cancer, immune disorders and infectious diseases.

Education and training

To educate and train world class scientists and to attract, develop and retain the best and brightest workforce.

Organisational culture

To provide a vibrant and inspiring organisational culture that encourages, promotes and rewards excellence, collaboration, innovation, creativity and respect.

Engagement

To engage with our stakeholders to improve outcomes, building support and secure resources for medical research.

Sustainability

To build infrastructure, professional services and funding that sustains our research and maximises the time our scientists can spend making discoveries.

Organisational values

- Contribution to Society
- Integrity and Respect
- Collaboration and Teamwork

- Accountability
- Creativity
- Pursuit of excellence

Key responsibilities

Staff Supervision/Team management

- Supervise designated section or area, including team members, to ensure the efficient operation of the area and the delivery of a high-quality standard of animal care and service to facility users.
- Liaise with Team Leaders regarding requirements. Ensure fair distribution of extra work requests while matching researcher needs with technician capabilities.
- Monitor staff work performance and compliance with appropriate husbandry and technical procedures and address any areas of concern promptly.
- Ensure compliance to WEHI health and safety policies.
- Provide ongoing assessment of further training needs for all direct reports and implement training schedules as needed in consultation with training co-ordinator and assistant trainers.
- Demonstrate and encourage teamwork and professional behaviour in the workplace. Foster positive and harmonious working relationships between suite members and amongst all staff.
- Discourage and 'call out' antisocial and unprofessional behaviours.
- Active participation in Supervisor and SOP meetings for discussion and promotion of excellent work standards and ongoing refinement of procedures.
- Will be required to undertake all tasks required of an Animal Technician/Team Leader (Tasks include mouse husbandry, breeding, cleaning of cages, technical assistance and record keeping) to cover staff absence.
- Provide assistance to complete husbandry and technical jobs requested through the animal management database when required.
- Be available to work on some rostered public and Institute holidays.

Technical skills

- All techniques are completed in accordance with SOP's.
- Blood and tissue collection
- Injection techniques (e.g. S/C, I/P, I/V)
- Oral gavage
- Surgical techniques (e.g. anaesthesia, suturing)
- Specialised techniques (e.g. surgery, imaging)

Animal Welfare

- Display a good working knowledge and keep up to date with relevant Animal Ethics Projects and individual experimental protocols within the area supervised.
- Be mindful of and sensitive to any high impact procedures and concerns your staff or researchers may raise.
- Familiarity with relevant legislation, regulations and guidelines including the Australian Code for the Care and Use of Animals for Scientific Purposes and Guidelines for the generation, breeding, care and use of genetically modified and cloned animals for scientific purposes.
- Provide regular ongoing advice and final assessment on animal welfare decisions within the suite to Technicians, Team Leaders and Researchers to ensure animal welfare standards are maintained and compliant with AEC and regulatory guidelines.
- Monitor the technical competence of researchers and technicians to ensure their compliance with SOPs and AEC structures.
- Ensure Team Leaders are up to date with all animal health monitoring and testing and that documentation is completed when required (e.g. pinworm, faecal and blood samples for screening).

Communication

- Maintain communication with Supervisors and Facility Managers to keep abreast with current matters. Communicate with direct reports on a daily basis regarding work routines and allocating extra work requests.
- Involve Supervisors in problem solving discussions with your staff to ensure decisions are appropriate before implementing solutions.
- Maintain a good overview of researcher requirements regarding breeding, experiments and technical help and provide advice where necessary.
- Involve team leaders and technicians in problem solving discussions with researchers to provide active discussion and ensure decisions are appropriate before implementing solutions.
- Encourage ongoing feedback communications with suite technicians and team leaders.
- Promote open discussion. Be approachable and sensitive when listening to staff and guiding them with issues that they may raise.

Work area Organisation

- Maintain facility integrity by ensuring SOP's are followed.
- Ensure all scheduled suite rosters (e.g. researcher cage counts, room and equipment cleaning) are strictly adhered to and evidence of teams' completion is recorded.

Specialty areas could include:

- Health and Safety.
- Assisting with the management of the AMS database.
- Technical training of animal technicians and laboratory staff.
- Assisting the veterinarian with health monitoring protocols.
- Assisting with the exporting of animals.
- Day to day organisation of facility workloads

Key selection criteria

Personal qualities

- Excellent oral and written communication and demonstrated leadership skills.
- Demonstrated capacity to organise work effectively and efficiently and deliver outputs in a timely manner.
- Excellent interpersonal skills with proven aptitude for communicating effectively with staff at varying levels of the organization and the ability to work collaboratively and develop excellent working relationships with colleagues, researchers, students and other stakeholders.
- Excellent observation skills and attention to detail.
- Genuine concern for Animal welfare.
- Conscientious and reliable.
- Ability to act with discretion and maintain confidentiality.
- Displays Institute values and embraces Institute culture.

Knowledge and skills

- Diploma of Animal Technology with a minimum of 7 years relevant work experience as an Animal technician or an equivalent combination of relevant knowledge, training and/or experience in the field of Animal Technology.

- Demonstrated ability to set priorities and monitor workflows within own area of responsibility, including coordination of the activities of team members, to maintain efficient operation of the area and ensure desired outcomes are achieved.
- Demonstrated capacity to work independently and provide leadership to others including mentoring, on the job training and motivation.
- Familiarity with relevant legislation, regulations and guidelines including the Australian Code for the Care and Use of Animals for Scientific Purposes and Guidelines for the generation, breeding, care and use of genetically modified and cloned animals for scientific purposes. Demonstrated knowledge and understanding of AEC documents, requirements and procedures, along with the ability to understand and interpret scientific papers in as much as they relate to mouse-based procedures and animal welfare.
- Excellent judgement and practical application of animal welfare and ethics principles to uphold high quality standards of care for rodents within an animal research environment.
- Highly developed problem-solving skills and the ability to work with others to develop innovative solutions to problems that can arise.
- High degree of technical competency in a wide variety of procedures.
- Strong computer literacy and proficiency in using Microsoft Office (Word, Excel, PowerPoint) and the use of the Internet as a research and training tool.
- May require good working knowledge of the use of specialised equipment and/or techniques.

A safe and sustainable workplace

The Institute is committed to developing a safe and sustainable workplace with rigorous risk, compliance and governance systems. As an employee you are expected to:

- Comply with Institute policies, plans and procedures.
- Take reasonable care of your own safety and the safety of others including using Personal Protective Equipment (PPE) and safety devices appropriately.
- Report all risks, hazards, incidents/injuries and near misses.
- Attend and complete training programs as documented in individual training needs matrices, within proposed time frame.
- To the extent of your role responsibilities and obligations proactively contribute to a safe and sustainable workplace.

Diversity

At the Walter and Eliza Hall Institute we embrace diversity amongst our staff and students and know the importance of an inclusive workplace culture to the success of our organisation. We are actively committed to achieving gender equality across our workforce. The institute has a range of policies and initiatives in place to address under-representation of women at senior levels and to support people with caring responsibilities.

We have a strong commitment to the process of reconciliation and creating meaningful employment and training opportunities for Aboriginal and Torres Strait Islander Peoples. We encourage applications from people from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander Peoples, people with a disability, and people from the LGBTQIA+ community.

Privacy notification

The collection and handling of declarations and personal information relevant to your employment will be consistent with the requirements of the Privacy Act 1988.

Acceptance

I, ... have read, understood and agree that this position description represents the key duties and responsibilities expected of me while employed in this position. I will also undertake other duties assigned to me from time to time. I understand the Walter and Eliza Hall Institute of Medical Research reserves the right to modify this position description, as required, and I will be consulted when this occurs.

**) If e-signature is used:*

I consent to providing my electronic signature below in confirmation that I have read, understood and accept the duties and responsibilities described this position description.

Employee Signature: Date: