



Position Description

Title:	High Throughput Laboratory Project Manager
Branch:	Biosecurity New Zealand
Reports to:	Team Manager Immunology
Location:	Wallaceville
Approved by:	Head Biosecurity New Zealand
Date:	9 July 2019

Purpose of the position

This role is responsible for managing the project for development of high throughput capability within the Animal Health Laboratory (AHL). This capability is required to improve readiness for medium to large biosecurity responses which may occur from time to time and without warning. As a result the capability must be available at all times and requires ongoing exercises to confirm readiness. Key components of this capability include the processing of samples, management of data, availability of equipment and developing capable laboratory staff.

The AHL aims to introduce new work processes, equipment and staff skills to enable high volume testing of both serum (for ELISA) and other samples (for PCR). This project is expected to include identifying and procuring equipment and putting this into operation, improving data flow, establishing test methodologies and training staff. The project will also need to establish a supply of samples to permit ongoing maintenance and development of capability.

Principal responsibilities/key result areas

- Manages the project on long term and day to day basis including planning, monitoring and reporting
- Works with the Team Manager Immunology to provide leadership of the broader project team including contributing MPI staff, suppliers, contractors and experts.
- Develops project strategy, objectives, milestones and outcomes and obtains sign off from the AHL Manager before commencing operational aspects of the project.
- Develops, implements and maintains project documentation (including project plans, schedule, risk registers, benefit plan etc) to ensure the project meets agreed outcomes and benefits
- Leads, and works with others, to manage project risks, anticipate problems and resolve issues
- Ensures the project meets budget goals and that deliverables are agreed with the Team Manager Immunology, and ensures these are fit for purpose and will enable benefits to be realised.
- Manages project expenditure as agreed with the Team Manager Immunology



- Regularly reviews implementation of project related work to maintain alignment with existing AHL QA methods, relevant domestic and international standards (relating to areas such as diagnostics, biosafety, biocontainment, information management etc) and ensures project outputs are consistent with and will operate effectively with existing business systems.
- Manages necessary approvals (e.g. QA, biosafety, biocontainment) to ensure work is consistent with regulatory requirements and existing laboratory operating procedures.
- Provides regular and timely project reports and feedback of progress to Team Manager Immunology and other MPI managers to ensure key stakeholders are kept informed with comprehensive, accurate and timely reporting.
- Develops, optimises and achieves approval (from the AHL MT) for the operational model for high throughput testing within the laboratory for ELISA and PCR methods (how the final processes will work within the laboratory)
- Leads the identification of project equipment requirements, funding approval requirements and the associated procurement.
- Establishes the equipment in the laboratory and ensures appropriate maintenance, repairs and calibration/validation arrangements are in place.
- Works with others in the directorate and the wider MPI to establish data management methods that will permit the full potential of the high throughput system to be realised. Ensures data outputs are compatible with stakeholder requirements.
- Identifies the personnel requirements in order to effectively establish the operational model.
- Engages with stakeholders as required (may include attending meetings/workshops, presenting at fora on the project or other communications work).
- Utilises expert knowledge in areas relevant to the project including providing expert opinion, decision making, progressing work streams, mentoring others and contributing to procurement activities.
- Actively develops and maintains expertise relevant to the project, including biocontainment, biosafety and information management. Participates in training activities such as courses, conferences, visits to other facilities (potentially off shore) and reading.
- Participates and supports emergency biosecurity response work if required.
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General

Respond to the changing needs of the Ministry for Primary Industries (MPI), performing other tasks as reasonably required.

Participate in responses (using the New Zealand Coordinated Incident Management System) if required and support others to participate in response as required.

Maintain a strict sense of professional ethics, maintain confidentiality and privacy, and abide by MPI's Code of Conduct.

This position description is not intended to be an exhaustive list of tasks, but to act as guide as to the main duties and responsibilities of the position. Its content will be subject to regular review in conjunction with the job holder.



Key relationships and stakeholders

Internal	Nature of the relationship
Team manager	- For guidance, support, advice and reporting related to the project and other AHL work. - For advice on animal disease diagnostics, surveillance and emerging issues/opportunities
Other team members and AHL staff	- Collaborate on projects, share information and practices, and co-ordinate with team members across work programmes. - To provide oversight of project work, share information, provide assistance and mentoring, and resolve technical issues.
Internal stakeholders	Communicate and consult on strategies and operations, as detailed in the work programme.
Other managers, teams within MPI	Collaborate on organisational projects, share information, and practices and co-ordinate across work programmes.
Response leaders and managers	- Participate in responses, reporting to response line manager as detailed in response role description - Carry out all response activity based on MPI mandated processes and systems

External	Nature of the relationship
Suppliers	Identification and supply of necessary equipment and materials Establishment of ongoing requirements to maintain capability
Primary Industry representatives	To provide information on the project and new capability Enhance network and influence with industry stakeholders
Managers and staff of other laboratories	To share information and experience related to the project Identify and pursue potential collaborative use of project outputs

Dimensions of the position

Financial responsibility

Note that it is possible that some staff acting as controllers or function managers could have financial delegations for the period of a response.

MPI operating expenditure	By agreement with your manager and in accordance with the annual budget.
Non-departmental expenditure	By agreement with your manager and in accordance with the annual budget.



Capital expenditure	By agreement with your manager and in accordance with the annual budget.
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Freedom to act

The authority to exercise Human Resource Delegations of Authority for non-managerial positions as detailed in the Human Resource Delegations of Authority.

The ability to incur financial costs for non-managerial positions, as detailed in the Financial Delegations of Authority.

Planning, prioritising and deploying all resources within the defined area of responsibility.

Security clearance

To fulfil the requirement of this position a security clearance classification to the following level is required:	Criminal Conviction Check. Confidential
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Education, skills and experience

Qualifications	Essential - A bachelor level or post graduate qualification in a relevant field of science Desired - A masters qualification in microbiology, immunology, virology or molecular biology - A qualification in project management
Experience and knowledge	Essential - At least three years' experience in a role requiring the successful management of projects - Two years' experience working in an operational role in a biological laboratory including conducting assays for antibody detection or DNA/RNA detection - Two or more years' experience working in a role requiring compliance with quality assurance systems. Desired - Previous experience working with high throughput testing systems - Two or more years' experience working on the management of data in support of a work process - Two or more years' experience working in a government organisation - Two or more years' experience working in a role requiring use of administrative systems including budgeting, reporting and HR systems. - Experience in a supervisory role, guiding and instructing staff to achieve work goals
Skills	Essential - Ability to analyse work processes to identify modifications and achieve optimal outcomes - Skills in identification of methods for accurate and efficient data management, - Relationship management. Ability to develop and maintain effective relationships and credibility with management, front line staff and a wide range of stakeholders, both internal and external. - Well developed communications skills, both oral and written, including the ability to communicate technical information effectively to diverse stakeholder groups



	Desired • Presentation and workshop leadership skills • Ability to balance conflicting objectives in order to achieve a positive outcome • Ability to effectively organise time, multitask, and prioritise work appropriately
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Capabilities

COMMON CAPABILITIES – expected in all MPI roles	
Engaging <i>Te Whai Wāhitanga</i>	• Connects with others • Listens • Reads people and situations • Interacts appropriately in different situational / social / cultural settings • Communicates tactfully
Honest and Courageous <i>He Pono, He Māia</i>	• Shows courage • Shows decisiveness • Acts with integrity
Resilient <i>He Manawaroa</i>	• Is adaptable • Remains effective under pressure • Demonstrates composure
Results Focus <i>He Aro ki ngā Hua</i>	• Committed and tenacious • Focused on achieving
Self-Aware Learner <i>He Ākonga Kiri Mōhio</i>	• Seeks feedback on own performance • Self-assesses • Adapts approach • Shows commitment to development
Tikanga Māori <i>Tikanga: the dynamics of doing what is culturally appropriate so as to respect, and not transgress, the mana, integrity and honour of anyone in a given context; Māori: the indigenous people of the land</i>	• Applies Māori culture and language to work • Draws on Māori culture to enrich one's work • Applies Māori knowledge and values within a government and Crown context <i>Refer to relevant Career Pathway Māori Cultural Competency for role-specific expectations.</i>

CAPABILITIES – specifically relevant to this role	
Judgement and decision-making	• Considers options and likely consequences • Able to give rationale for decisions • Is able to make decisions in uncertain situations • Makes timely decisions, balancing the desire for complete information with the need to progress important or urgent matters
Plans and organises ++	• Manages and delivers on work priorities • Purposeful about use of time
Solve problems	• Takes steps to fully understand the problem and contributing factors • Explores different solution options and possible side effects • Selects and implements solutions that are effective • Involves stakeholders and ensures that solutions meet their needs



CAPABILITIES – specifically relevant to this role	
Works Collaboratively	• Understands the context • Focuses on priority work • Shares information • Builds trust with other teams/groups • Works across boundaries • Supports others to succeed
Written Communication	• Writes clearly and succinctly • Uses correct grammar and spelling • Uses a writing style appropriate to a document's purpose • Meets professional formatting expectations • Uses exemplars and peer review
Containment Laboratory Work	• Able to work within, and follow procedures for, the physical containment level 3 biocontainment laboratory

GROUP-SPECIFIC / TECHNICAL CAPABILITIES FROM CAREER PATHWAYS	
Laboratory Diagnostics	• The identification of a disease or pest using different science disciplines with variations in the use of logic, analytics, and experience to determine "cause and effect".
Investigation and Response Management	• Organised approach to conducting and reporting on activities undertaken within the laboratory for biosecurity investigation and response
Scientific Advice	• Opinion ideally based on all available scientific data, information and knowledge related to the specific problem.
Quality System	• General and specialised requirements for the international recognition of competence of testing laboratories.
Laboratory Project Management	• Involves initiating, planning, executing, controlling (resources and time), and closing temporary endeavours to achieve specific goals and meet specific success criteria and outcomes
Relationships, Networks and Communication	• The process of reaching out to others to build relationships that can be used for mutual benefit



RESPONSE CAPABILITIES – for all staff who may be involved in a response	
Dealing with ambiguity	Comfortably handles unclear or unpredictable situations
Accountability	Accepts responsibility for one's actions regardless of outcomes
Professionalism	Acts in accordance with job-related values, principles and standards
Handling stress	Manages pressure without getting upset, moody or anxious
Integrity	Acts honestly in accordance with moral or ethical principles