RMIT UNIVERSITY

Position Description – Senior Manager, Bioresources and Biosafety

Position Details

Position Title:	Senior Manager, Bioresources and Biosafety
Position Number:	30003281
Portfolio:	Science, Engineering and Health
School/Group:	STEM College Office
Campus Location:	Based at the Bundoora campus, but may be required to work and/or be based at other campuses of the University.
Classification:	TBC
Employment Type:	Continuing
Time Fraction:	1.0

RMIT University

RMIT is a global university of technology, design, and enterprise in which teaching, research and engagement are central to achieving positive impact and creating life-changing experiences for our students.

One of Australia's original educational institutions founded in 1887, RMIT University now has 83,000 students including 12,000 at postgraduate level.

The University enjoys an international reputation for excellence in professional and vocational education, applied and innovative research, and engagement with the needs of industry and the community.

With three campuses in Melbourne (City, Brunswick, and Bundoora), two in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain, RMIT is a truly global university. RMIT also offers programs through partners in Singapore, Hong Kong, mainland China, Indonesia, and Sri Lanka, and enjoys research and industry partnerships on every continent.

RMIT prides itself on the strong industry links it has forged over its 130-year history. Collaboration with industry is integral to the University's leadership in applied research and education, and to the development of highly skilled, globally focused graduates.

We are a 5-Star university under the QS Stars international evaluation system and are 16th in the world among universities less than 50 years old (2016–17 QS Top 50 Under 50 index).

In the 2016 QS World University Rankings by Subject, RMIT is 16th in the world (highest ranked in Australia) in Art and Design, and 36th in the world (fourth highest in Australia) in Architecture and the Built Environment. We are also among the world's top 100 universities in Engineering (Civil and Structural; Electrical and Electronic; and Mechanical, Mechanical, Aeronautical and Manufacturing); Accounting and Finance; and Business and Management Studies).

Our research was ranked among the best in the world in the 2015 Excellence in Research for Australia evaluation. RMIT was rated "well above world standard" in 13 fields and "above world standard" in a further nine fields.

www.rmit.edu.au

The STEM College

The STEM College holds a leading position and expertise in the science, technology, engineering, mathematics, and health (STEM) fields. We are uniquely positioned to influence and partner with industry, as never before.

STEM College is a community of exceptional STEM researchers, teachers, inventors, designers, and game-changers, supported by talented professional staff. We offer higher education programs across all

STEM disciplines at the Bachelor, Master, and PhD levels, and ensure our students experience an education that is work-aligned and life-changing.

The College is renowned for its exemplary research in many STEM areas including advanced manufacturing and design; computing technologies; health innovation and translational medicine; nano materials and devices; and sustainable systems. Our brilliant researchers attract funding from government and industry sources.

Industry is at the heart of what we do. It ensures our research has real world impact, and our students are truly work-ready. We have established new hubs of industry-connected digital innovation and endeavour and are engaging with global STEM organisations at scale.

Our diversity and shared values empower our work, and we are proud of the College's inclusive, caring culture. We offer a safe, dynamic work environment, and support every member of our community of achieve their potential. The College appointed Victoria's first ever Dean of STEMM, Diversity & Inclusion in 2020, and this role drives gender equity, diversity, and inclusion strategies across the College.

STEM College employs 1,000 staff who deliver onshore and offshore programs to approximately 20,000 students.

We are here to positively impact the world and create the next generation of STEM leaders.
https://www.rmit.edu.au/about/schools-colleges/stem-college

Position Summary

The Senior Manager Bioresources and Biosafety is responsible for the effective, safe, and compliant management of the College's Bioresources platform and research related biological laboratories.

In addition, the Senior Manager Bioresources and Biosafety provides guidance and advice to technical and research staff using the Bioresources platform, including University and College staff, students, and external users.

This position involves a high level of responsibility in a significant supervisory and administrative role involving physical containment, animal welfare, management of staff, adherence to a strict laboratory protocol, record-keeping, and budgetary responsibility.

As a key member of the Technical Services Leadership Team, the incumbent plays a key role in the development and implementation of effective work plans, business processes and excellent health and safety practices across the Technical Services function to deliver on the College teaching and research goals and objectives.

Reporting Line

Reports to: STEM Director Facilities and Technical Services
Direct Reports: 6 – 8 direct reports

Organisational Accountabilities

RMIT University is committed to the health, safety, and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy, and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

Key Accountabilities

1. Lead and manage RMIT's Bioresources platform business operations including effective resource management, OHS (Occupational Health and Safety) and compliance activities.
2. Ensure that all Bioresources platform activities comply with relevant, current, legislation, regulatory, legal, and ethical obligations, including the creation and maintenance of auditable records.
3. Effective operational management of all Physical Containment (PC) facilities across the City and Bundoora West campuses including the implementation and maintenance of relevant compliance and training frameworks.
4. Prepare and present reports and documents relating to the Bioresources platform, for management, relevant regulatory bodies and committees as required.

5. Establish and lead a College bioresources committee; Act as the Animal Ethics Committee liaison and represent the College on committees, working parties, and internal and external forums as required.
6. Develop and manage strong partnerships with stakeholders using the Bioresources platform and other relevant business units, to advocate for and represent the platform, including provision of expert advice.
7. Engage with other animal facilities and communities of practise, both nationally and internationally, to form positive networks and potential collaboration opportunities.
8. Provide advice, assistance, and direction for any Bioresources platform operational concerns regarding welfare and general unit operation outside of normal working hours and attend in person if required.
9. Nominated licence holder responsible for maintaining blanket NLRD PC1 licence for all genetically modified (GM) breeding colonies.
10. Nominated permit holder for Department of Agriculture and Water Resources quarantine facilities and pest permits.

11. In consultation with the Director Facilities and Technical Services, lead the development and preparation of annual platform budgets and oversee the platform's financial position, expenditure, and any irregularities. Engage regularly with finance business partners, research support and researchers to resolve problems and ensure accuracy of budgets and forecasts.
12. Lead and manage a team of technical professionals through effective planning, workforce allocation, coaching and mentoring, as well as managing performance to deliver to agreed standards, compliance, and legislative requirements, whilst building and maintaining a values-based collaborative, inclusive and enabling culture that focusses on continuous improvement in support of the College and University objectives.

Key Selection Criteria

1. A degree in in a relevant field such as Science, Biomedicine or Veterinary Sciences, with demonstrated experience in laboratory animal science, or an equivalent combination of qualifications and experience.
2. Demonstrated experience in resource management in a university context or equivalent complex organisation.
3. Proven leadership skills with the demonstrated ability to successfully coach, lead and motivate staff, including the development of cohesive team culture across multiple sites.
4. High level written and verbal communication, negotiation and change management skills.
5. Demonstrated experience in the application of legislative and regulatory requirements as they relate to animal experimentation, production, importation, Physical Containment (PC), Good Laboratory Practise (GLP), and animal welfare.
6. Demonstrated experience in developing, implementing, and reviewing policies and procedures to support ongoing operations of a Bioresources platform in compliance with legislative and regulatory requirements.
7. Experience working in a tertiary education environment or an equivalent, large, complex organisation.

Qualifications

A minimum of bachelor's degree in a science/engineering related discipline with extensive relevant experience or equivalent combination of relevant experience and education/training in both the management and use of a diverse portfolio of laboratory environments.

Appointment to this position is subject to passing a Working with Children Check (WWCC)

Endorsed:	Signature:	**Approved:**	Signature:
	Name:		Name:
	Title:		Title:
	Date:		Date: