

Position Description

Histology Facility Senior Officer (Part time)

Translational Research Institute, Brisbane

1. Background

The Translational Research Institute (TRI), based in Brisbane, is a leading Australian innovative medical research, development and translation facility. It is home to a range of cutting edge technology developments including interventions to prevent and treat human disease and provide diagnosis of early treatable disease.

Situated on the Princess Alexandra Hospital Campus, TRI combines the research, intellect and capability of the Queensland Government, The University of Queensland, Mater Medical Research Institute and Queensland University of Technology. TRI houses over 800 leading researchers who interface with clinicians on the hospital campus and at other Brisbane based hospitals. Patheon Biologics, an international pharmaceutical company, leases TRI's biopharmaceutical manufacturing facility, located adjacent to TRI's wet lab facility.

TRI is one of a few places in the world where new biopharmaceuticals and treatments can be discovered, produced, clinically tested and manufactured in one location. TRI is charged with interfacing scientific development with the commercial sector ensuring that scientific innovation moves rapidly to improve patient outcomes. To this end, TRI is at the interface of science, medicine and industry.

2. Position Purpose

Reporting to the Core Facilities Coordinator, the primary purpose of this position is to manage the delivery of high quality histology services to users of the TRI Histology Core Facility. The Histology Facility Senior Officer will provide specialist research management advice and technical support for researchers, and mentorship to Core staff. This role is responsible for managing shared histology equipment, the provision of full service products and equipment training to facility users, and ensuring that the facility equipment is properly operated and maintained. A significant role of the Senior Histology Facility Scientist is to grow and expand the capabilities of the facility, ensuring strict quality control measures are implemented and maintained. The role will provide support to researchers regarding technical consultation and research protocol experimental design. This role will be expected to participate in the hands-on provision of histology services when required.

The position is three (3) days per week; .60 FTE, with the opportunity for review after 6 months.

3. Key Accountabilities

Duties and responsibilities include, but are not limited to:

Facility Management

- Manage budget expenditure within delegated financial responsibility levels
- Supervise and provide day-to-day leadership for other facility staff

- Assist the Core Facilities Coordinator (CFC) and Academic Lead(s) in the development and implementation of the facility strategic plan
- Liaise with the CFC regarding benchmarking, standard operating procedures, equipment maintenance, equipment replacement, and grant applications
- Assist the CFC with ensuring that facility KPI's are met
- Work actively to bring in both internal and external business to the facility

Operations

- Provide and oversee the provision of high quality histology services for facility customers in a timely manner
- Establish and/or maintain SOPs for activities performed within the facility, and ensure they are followed
- Maintain 'hands-on' practical operation skills for all equipment and techniques in order to maximise the service quality, efficiency and effectiveness of the facility
- Implement new protocols, novel experiments and techniques as driven by user requirements
- Liaise with the CFC and relevant personnel to ensure rapid resolution of any issues, incidences or breakdowns leading to minimal down-time and research impact
- Ensure accurate maintenance of training, booking and usage records, facilitating generation of cost recovery data

Communication

- Facilitate open and effective communication with users (eg. for training, facility initiatives or service disruptions)
- Liaise with company representatives and instrument engineers
- Liaise with other histology facilities in university and medical research institutes enabling knowledge exchange
- Communicate with the wider TRI community and externally about the services available in the facility by participating in facility open days, developing workshops and other relevant marketing strategies for active promotion of the facility
- Attend user group meetings and communicate regularly with the designated Academic Lead(s), and provide the CFC with information as required in a timely manner
- Provide information to ensure the facility webpage is accurate and current

Training

- Coordinate users access to the facility, ensuring all users have the appropriate training
- Facilitate training and support for researchers and staff in the following areas:
 - preparation and handling of samples and development of standard techniques
 - development of specialised techniques
 - operation of facility equipment
- Maintain up to date knowledge of the latest equipment, research and techniques in histology
- In consultation with the CFC, undertake appropriate personal development for yourself and your staff

Workplace Health and Safety

- Maintain equipment and histology facilities infrastructure in compliance with regulations, standards, procedures and policies, in line with TRI facilities maintenance and WHS requirements
- Monitor the WHS practices of the facility to ensure staff and users are following the appropriate procedures for maintaining a safe working environment
- Ensure any unsafe conditions, accidents or incidents are reported via the TRI Accident and Incident reporting module to the WHS Manager
- Ensure the maintenance of a Risk Assessment database, risk register and SOP register for the facilities equipment training and procedures and, histology practices

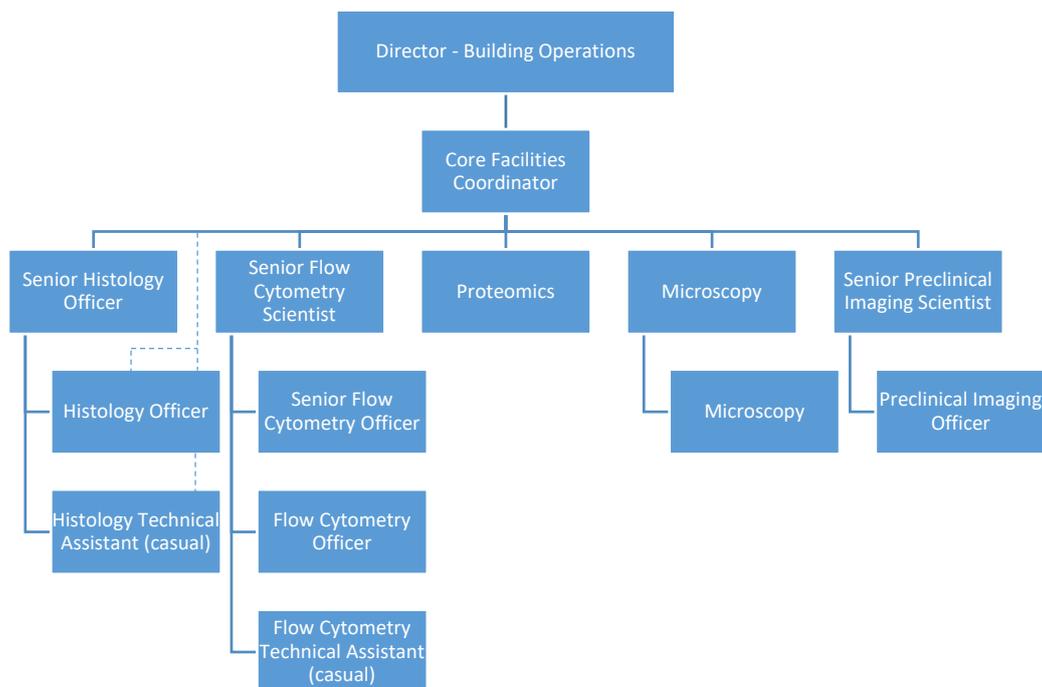
Other

- Be available to work after hours, including weekends, from time to time; and
- Provide support to TRI staff of other core facilities as required; and
- Other duties as required by the CFC.

4. Reporting Relationships

The position reports to the Core Facilities Coordinator of the Translational Research Institute.

The position provides supervision to one Histology Officer and one casual Technical Assistant as required.



5. Selection Criteria

Experience, Skills and Knowledge

Essential

- Prior experience working in a senior position within a histopathology laboratory or in another histology service provision role

- Knowledge and experience in current histology technologies
- Proven experience in histology techniques including: tissue processing and embedding, paraffin sectioning, cryomicrotomy and a range of standard and specialised staining techniques.
- Experience in the use and maintenance of standard histology infrastructure including: slide/cassette printers, tissue processing workstations, cold plates, microtomes, cryostats and automated staining equipment

Desirable

- Prior experience managing a histopathology laboratory
- Experience in providing histology services within a research environment
- Experience in the development of SOPs for procedural and equipment aspects of the lab
- Experience in experimental design and method implementation involving histology
- Demonstrated experience in user training
- Experience with automation of Immunohistochemistry instrumentation
- Knowledge and experience in Immunohistochemical techniques

Personal Qualities

Essential

- High level of personal motivation and initiative, with a keen interest in developing the facility
- High level inter-personal and communication skills with the ability to work collaboratively and liaise effectively with staff and researchers
- Excellent organisational skills and the ability to meet deadlines
- Demonstrated high level of accuracy and attention to detail
- Commitment to excellent customer service and the provision of high-quality histology services to research clients
- Ability to coach and mentor other staff

Qualifications

Essential

- A BMLSc or BSc in a relevant discipline and subsequent relevant experience, or an equivalent combination of relevant experience and/or education/training