



## Core Facilities Coordinator

Translational Research Institute, Brisbane

### 1. Background

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

Supported by grants from the Australian and Queensland Governments, situated in the Princess Alexandra Hospital precinct, TRI combines the research intellect and capability of Queensland Health, The University of Queensland, Queensland University of Technology and the Mater Hospital.

TRI houses over 1,000 leading researchers and support scientists who interface with clinicians on the hospital campus and at other Brisbane-based hospitals. It has two clinical trial facilities, one based at the PA Hospital and the other at the Centre for Children's Health Research next to the Children's Hospital. TRI licenses space to six start-up companies and space in an adjacent building to the biopharmaceutical manufacturer Thermo Fisher.

As a Translation Research Institute, TRI is charged with partnering scientific development with the commercial sector to ensure innovations move rapidly to improve patient outcomes and commercial return. To this end, TRI is at the interface of science, medicine and industry.

### 2. TRI Vision and Values

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TRI will be a global leader in effective translation of research and innovation into improved healthcare and increased income and jobs for Australia. The TRI vision is achieved through a values-driven corporate culture focused on collaboration to achieve excellence. Our values are:

- Leadership:** *Our actions will shape a healthier world*
- Integrity:** *We do the right thing. Always*
- Knowledge:** *Through sharing, we empower innovation*
- Excellence:** *We strive for exceptional outcomes*
- Collaboration:** *Together we're better*

**We LIKE Collaboration**

### 3. Position Purpose

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Working closely with and reporting to the Core Facilities Manager (CFM), the Core Facilities Coordinator is responsible for day-to-day oversight of core facility operations. Their remit includes administering key core systems, providing staffing oversight and operational advice, and project support for the CFM to enable effective service delivery and support of the TRI Scientific Core Facilities portfolio.

The role supports integral systems for Core Facility operation including bookings, cost recovery, financial monitoring, reporting and User Engagement groups. It is the day-to-day touch point for Core Staff support and is responsible for deputising the CFM when required, ensuring efficient and effective management operations and staff support for TRI's cores.

In collaboration with the CFM, the position provides advice and reporting to TRI Executive and senior leadership and operations committees, and works with various internal and external stakeholders to ensure TRI's needs are anticipated and met in relation to core facility operations.

### 4. Key Accountabilities

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Primary accountabilities include, but are not limited to:

#### ***Management:***

- Act as the day-to-day contact point for Core Facilities Staff enquiries and support, including:
  - Regularly meet with and supervise Core Facilities senior staff for day-to-day operations.
  - Escalate matters to the CFM as required.
- Provide Deputy support to the Core Facilities Manager where required including:
  - Attend meetings as proxy to the CFM.
  - Financial delegation
- Responsible for coordinating operation of TRI's User Engagement Groups (UEG) including managing the UEG portal and quarterly meeting tasks.
- Work with the CFM to identify priority tasks and to ensure deadlines are met, including contribution towards writing reports, board papers and other documents.
- Assist with the development of policies and procedures to ensure TRI Core Facilities provide the highest level of customer service and support.
- Work with the CFM to coordinate a consistent approach to projects and business improvement initiatives to ensure best practice and high-quality outputs.
- Work with the CFM and core senior staff in promotional activities for core facilities.

#### ***Database management and business processes:***

- Responsible for the management and use of the PPMS system for booking of equipment and services, ensuring integration with financial systems (JDE) and integrity of data entry and system operation to facilitate appropriate cost recovery and the capacity for accurate reporting.
- Oversee the management and ongoing maintenance of the BRF, Gnotobiotics and HuMouse Facility databases.
- Support business systems improvements across TRI core facilities for improved business operations and efficiency and quality of service delivery.

#### ***Reporting:***

- Update content within core facilities reporting databases for ongoing oversight of core performance.
- Work with the TRI Data Analyst and CFM to refine and/or develop additional reports and modelling to support applications such as: business cases, annual reports, performance monitoring, quality improvement etc.

**Finance:**

- Work with the CFM to develop core facility and central operating budgets.
- Provide oversight and monitoring of core operating budget performance throughout the year, deliver advice and support to core senior staff for operations and expenditure within approved budget and delegation limits, escalate issues/variances to the CFM where required.
- Provide assistance to the CFM to review and adjust equipment replacement funding schedule for capital replacement of core infrastructure to support strategic outcomes.
- Work with the CFM and TRI finance on business systems improvements in Core operational and capital forecasting and budgeting.
- Work with TRI finance to ensure timely and accurate monthly invoicing of core facility user charges (via PPMS and animal facility databases), ensuring accurate financial tracking of revenue and core financial performance.

**Other:**

- Comply with TRI's Code of Conduct.
- Develop and maintain an expert understanding of partner research and trends.
- Other duties as required.

**5. Reporting Relationships**

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The position reports to the Core Facilities Manager.

This position provides supervisory oversight to Senior Scientific Core Facility Staff.

**6. Selection Criteria - Experience, Knowledge, Skills, Abilities and Qualifications**

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**Experience**

- Considerable experience in operations support within the biomedical research environment
- Considerable experience in research laboratory management, operations and budget management
- Experience supervising other staff and coordinating activities across various teams
- Experience in business writing, including reports, papers and funding requests or similar documents

**Desirable:**

- PowerBI experience
- PPMS experience
- MS Access and other relational database experience
- Experience in implementing strategic plans and driving efficiency

**Knowledge, Skills and Abilities**

- Outstanding organisational and task management skillset
- Excellent analytical and interpretative skills
- Ability to exercise sound professional judgment and to work independently or in a team
- High level interpersonal and written and oral communication skill set
- Ability to establish cooperative working relations with staff from a variety of backgrounds
- Proven track record in finding and implementing solutions to problems
- Significant initiative and flexibility while working within a complex organisational environment.

- An excellent understanding of laboratory equipment as related to the facilities
- Advanced computer skills
- Ability to conduct business with integrity, tact and discretion

*Desirable:*

- Direct operational knowledge of the equipment in TRI's core facilities

### **Qualifications**

- BSc honours in a biological/chemical/medical scientific field, and at least 5 years' experience in scientific facilities and operations, or an equivalent combination of relevant experience and/or education/training

*Desirable:*

- Management qualification