

Title:	Functional Genomics Centre Manager (12 Month Fixed Term)
Group & Centre:	All
Employment Agreement	Hudson Institute of Medical Research Enterprise Agreement 2015
Classification	TAP 8
Date Last Updated:	April 2018

1. About Hudson Institute

The Hudson Institute is a premier Australian discovery and translation medical research institute. By unravelling the biology underlying disease the Institute uses this information for transformative and innovative solutions to major health problems.

The Hudson Institute has diverse strengths and research excellence encompassing paediatric and perinatal medicine, cancers, infectious and inflammatory diseases, endocrinology and reproductive health. Progressing our research requires a focused and directed strategy that incorporates thematic and programmatic excellence across the Institute. The Institute Centre's coordinate their research activity to take advantage of novel approaches and new models of disease.

As the major research partner at the Monash Health Translation Precinct (MHTP) the Institute is key to the research agenda of the precinct and drives research solutions to disease, leading to better health outcomes. Sophisticated cutting edge technologies co-located with clinical and laboratory research activities in the newly built Translational Research Facility at the MHTP enable the rapid translation of breakthrough discoveries to clinical care. This co-location of the Institute alongside its partners Monash Health, one of the largest health care organizations in Australia, and Monash University, the largest tertiary education and research organisation in Australia, enable the Institute to translate research discoveries rapidly to patient outcomes. The research undertaken by the Hudson Institute addresses the major burdens of disease identified as priorities by the Federal Government and National Health and Medical Research Council and integrates its research priorities with the themes of Monash Partners, a NHMRC accredited Advanced Health Research and Translation Centre.

2. Functional Genomics Capability

The MHTP hosts a network of nine technology platforms that are co-located on a central floor within our new six-storey Translational Research Facility providing seamless interaction between our research activities through to clinical trials. Access is available throughout the MHTP as well as to national and international scientific communities.

Our technology capabilities operate within a unified strategy, governance and quality framework and adhere where relevant to international ISO accreditation or certification standards promoting shared research and clinical utilisation.

Functional Genomics is the latest capability and provides the tools and expertise for unbiased, systematic, high-throughput gain-of-function and loss-of-function screens, in collaboration with researchers to deliver a complete gene discovery and characterisation service.

3. Overview of the Position

Working under the broad direction of the Functional Genomics Scientific Director and MHTP Platform Strategic Initiatives Manager, the Functional Genomics Specialist will be responsible for the day-to-day management and operation of the Functional Genomics Capability.

The Functional Genomics Centre Manager will be responsible for the provision of all services that covers a range of activities including development of new policies and processes, management and operational logistics of the laboratory, participation in research and development programs and may also include downstream data analysis.

Laboratory management of Functional Genomics Capability

- Manage the day-to-day operations including provision of services including reagent stocking, equipment maintenance and scheduling and supervision of core technical staff and researchers accessing the capability
- Development of policies and procedures for the maintenance and ongoing improvement of a laboratory operations to best practice and regulatory compliance
- Provide input in budget planning and resource allocation, in conjunction with the MHTP Platform Strategic Initiatives Manager including cost recovery

Project management

- In conjunction with research teams, help to devise the experimental aspects of a research project including the provision of expert advice and assistance;
- Co-ordinate and/or conduct experiments and preparation of results and reports.

Technical expertise and outreach

- Develop and promote educational and training materials and programs for staff and students in use of the varied applications of the technology
- Assist clients with project design/implementation and manage client communications to keep them informed of project outcomes and anticipated completion dates in conjunction with the MHTP Medical Genomics Facility Manager and Bioinformatic personnel.

Research and development

- Development, assessment and validation of new methodologies and equipment to provide innovative approaches to service delivery that maximises quality and efficiency;

4. Accountabilities, Characteristics and Responsibilities

Area	Requirement
Training Level, Qualifications & Experience:	<ul style="list-style-type: none"> ▪ Postgraduate qualifications & substantial relevant experience ▪ Knowledge and experience in genomics and bioinformatics will be highly regarded
Supervision & Leadership	<ul style="list-style-type: none"> ▪ Broad direction ▪ Works with a degree of autonomy ▪ May have support/oversight responsibility for a functional area

	<p>and/or supervise other administrative, technical and/or professional staff</p> <ul style="list-style-type: none"> ▪ Models the behaviour expected of others ▪ Motivates others to deliver against goals ▪ Actively seeks to improve others' skills & talents by providing constructive feedback, coaching & training opportunities
Knowledge	<ul style="list-style-type: none"> ▪ Conceptualizes, develops & reviews technical aspects of projects and makes recommendations in consultation with others ▪ Assists with programs involving major change that may impact on other areas of the lab/Centre's operations ▪ Translates research strategy into meaningful long-term plans & objectives for own area or responsibility ▪ Identifies & responds to new & emerging strategic issues impacting the groups/Centre ▪ Should be a recognized authority in a specialized area ▪ May use specialized knowledge to challenge established procedures and precedents
Communication & Profile	<ul style="list-style-type: none"> ▪ Initiates & maintains effective relationships with peer & senior level internal & external stakeholders ▪ Manages consultation processes with suppliers and collaborators ▪ Will have evidence of research outputs including work published in journals, conference/seminar papers, reports or other professional or technical contributions ▪ Will support and contribute to grant writing and grant reporting processes ▪ May present at local or national meetings where appropriate ▪ Will undertake committee work at an Institute or precinct level.
Judgment, Innovation and Problem Solving	<ul style="list-style-type: none"> ▪ Responsible for technical planning & implementation ▪ Provides high level/specialised project support & technical advice requiring consideration & integration of a range of resources, protocols, technical/commercial requirements and Institute expertise ▪ Will investigate &/ develop new ways of using a specific body of knowledge to apply to work assignments ▪ Contributes to the Lab/Centre's planning processes

5. Working Relationships

Internal

- Supervisor
- Laboratory Head
- Laboratory Staff
- Scientific Support staff

External

6. About the Hudson Institute

Vision and Values:

Our Vision: We strive to enhance human health and the quality of life through ground-breaking, collaborative, medical research discoveries and innovation, and ensure its direct impact on the community.

Our Mission: To capitalise on our multidisciplinary research strengths and academic and health partnerships to provide transformative and innovative solutions to major health problems.

Our Values:

Innovation: We inspire and enable world class researchers at the frontiers of science and medicine to find new and transformative solutions to people's greatest health challenges.

Collaboration: Our multidisciplinary, integrated approach creates an enriched, energetic environment that encompasses the entire lifespan; this allows our researchers and clinicians to leverage each other's knowledge to spark creative ideas and make unexpected discoveries.

Community: We care deeply about improving the health and wellbeing of people in the community and we are committed to rewarding their investment in science.

Excellence: Integrity and passion underpin our pursuit of the highest level of knowledge achieving significant outcomes whilst nurturing and inspiring the next generation of scientists.

Other relevant information:

- The Hudson Institute is a totally smoke free workplace.
- The position is subject to terms set out in the Hudson Institute Enterprise Agreement (2015), Policies and Procedures and any subsequent variation to these.
- The Hudson Institute is an Equal Employment Opportunity Employer.
- The Hudson Institute has a commitment to Occupational Health and Safety. It is a condition of employment that staff comply with all health and safety related policy and procedures and take part in activities designed to improve the health and safety of the workplace.
- It is a requirement of the position to participate in the annual Performance Planning and Review process.

7. Endorsement

Name: (Supervisor)			
Signed:		Date:	
Name: (Employee)			
Signed:		Date:	
Name: (HR)			
Signed:		Date:	