



## Facilities Officer POSITION DESCRIPTION

<b>Status:</b>	Full-time
<b>Hours:</b>	38 hours per week
<b>Salary:</b>	\$85,000 - \$100,000 depending on experience, plus 9.5% super. Salary packaging is available
<b>Reports to:</b>	The Institute's Chief Operating Officer (COO)
<b>Background</b>	
<p>The <b>Ingham Institute for Applied Medical Research</b> (the Institute) is a not-for-profit organisation located in Sydney's South West that conducts world-class medical research that is rooted in and driven by the needs of the local community and wider Australia.</p> <p>The Institute is the pre-eminent research institute for South Western Sydney. It has experienced exponential growth since its inception and is currently home to 360 staff, over 40 research groups, and five (5) research streams that are committed to its vision of Inspiring Health and Transforming Care.</p> <p>The Institute is integral to a unique collaboration with the South Western Sydney Local Health District, Western Sydney University and the UNSW Sydney. Through these collaborations the Ingham Institute is working to radically transform health outcomes both locally and globally.</p> <p>A Facilities Officer is being sought to ensure that Institute researchers have access to safe, effective and efficient facilities. We are looking for an enthusiastic person with a background in Science or Engineering and experience in a laboratory and/or research facility.</p>	
<b>Purpose of Position</b>	
<p>The Facilities Officer will be responsible for operational readiness of the Ingham Institute research facilities while ensuring high value support to researchers, compliance with legislation and maintaining currency of certifications and adherence to operational and budgetary requirements.</p> <p>Facilities under the responsibility of this position include the Institute's main research building and research bunker.</p> <p>The role involves frequent interactions with doctors and professors, researchers, students, volunteers and the general public, making well developed interpersonal skills essential.</p>	

Criteria
<p><b>ESSENTIAL:</b></p> <ul style="list-style-type: none"><li>▪ Degree in Science or Engineering</li><li>▪ Minimum three (3) years' experience in a role that involves responsibilities for a research facility and / or laboratory</li><li>▪ Demonstrated competence in IT and computer systems and Audio / Visual systems, with the ability to learn and adapt to new and emerging technologies and trouble-shoot</li><li>▪ Proven knowledge and understanding of the Australian and NSW regulatory environment relevant to the position</li><li>▪ WHS coordination experience</li><li>▪ Proven experience in developing and implementing operational procedures and policy documents</li><li>▪ Excellent interaction and verbal communication skills.</li></ul>
<p><b>DESIRABLE:</b></p> <ul style="list-style-type: none"><li>▪ Experience in coordinating maintenance and building services</li><li>▪ Database literacy.</li></ul>

Key Accountabilities	Key Performance Indicators
<p><b>Building Operations:</b></p> <ul style="list-style-type: none"> <li>▪ Overall responsibility for provision of operational support to Ingham Institute research groups.</li> <li>▪ Oversee running of research facilities, wet research laboratories and support facilities.</li> <li>▪ Oversee facility access to new personnel, students and volunteers.</li> <li>▪ Organise and supervise personnel, facility and equipment training.</li> <li>▪ Ensure appropriate maintenance of all facilities assets.</li> <li>▪ In coordination with the Laboratory Manager (LM) assigned to the Institute by its affiliates, plan and supervise equipment repairs and maintenance contracts and tenders for laboratory products within budgetary constraints.</li> <li>▪ In coordination with the LM, oversee the ongoing effectiveness of the Institute's Equipment Monitoring Systems</li> <li>▪ Insure currency of certification of Physical Containment (PC) 1 &amp; 2 laboratories, lifts, boilers and other building plant equipment.</li> <li>▪ Maintain currency of facility's standard operating procedures and operating manual.</li> <li>▪ Monitor adherence of research staff and other facility users to conditions of relevant licensing and legislation conditions covering the facility.</li> <li>▪ Monitor building services, their operations and maintenance. Coordinate building plant repairs and regular maintenance with Liverpool Hospital Engineering services</li> <li>▪ Coordinate building physical and operational security and coordinate response to security problems and breaches.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Effective operational support is provided to Institute research groups.</li> <li>▪ Research facilities and wet research laboratories operate effectively.</li> <li>▪ All required certification is current and in place.</li> <li>▪ Is an active member of the Ingham Institute's Facility and Equipment Committee to help plan the purchase and installation of shared equipment.</li> </ul>

<p><b>Personnel Supervision:</b></p> <ul style="list-style-type: none"> <li>▪ Supervise technical staff employed to support and maintain facilities under management.</li> <li>▪ Supervise contractors and maintenance personnel while they are on site.</li> <li>▪ Demonstrate a style of leadership that encourages and supports staff to develop their individual and collective capabilities.</li> <li>▪ Observe confidentiality in regard to all staff matters.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Effectively supervises technical staff, contractors and maintenance personnel.</li> <li>▪ Demonstrates an encouraging and supportive coordination style.</li> <li>▪ Ensures confidentiality in regard to all staff matters.</li> </ul>
<p><b>Other Duties:</b></p> <ul style="list-style-type: none"> <li>▪ Establish working relationship with relevant services and personnel of SWSLHD, UNSW and WSU research institutes and facilities.</li> <li>▪ Liaise with UNSW and WSU Biosafety Committees and key staff.</li> <li>▪ Liaise with relevant Liverpool Hospital and SWS Local Health District staff.</li> <li>▪ Ensures the facility consumable and maintenance expenses remain within budget.</li> <li>▪ Assist with development of strategies and systems to ensure effective use of facility funds.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Establishes and maintains effective working relationships with relevant services and personnel of SWSLHD, UNSW and WSU research institutes and facilities.</li> </ul>
<p><b>Workplace Health and Safety:</b></p> <ul style="list-style-type: none"> <li>▪ Manage implementation of and compliance with Ingham Institute policies and procedures.</li> <li>▪ Use best working practice to identify, assess, prioritise and control risks to the health and safety of staff, students and visitors and to the environment arising from the operation of the research facility.</li> <li>▪ Provide/organise appropriate and adequate record keeping of safe work practices, risk assessments and training/inductions into the laboratories.</li> <li>▪ Membership of the Ingham Institute WHS Committee.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Effectively and actively contributes to ensuring compliance with all Ingham Institute's WHS processes.</li> <li>▪ Is an active member of the Ingham Institute's WHS Committee.</li> </ul>

<ul style="list-style-type: none"> <li>▪ Promote a positive and productive working environment for all research and support personnel.</li> </ul>	
<p>Comply with relevant State and Federal Privacy Legislation for the access, use, handling and storage of health data.</p>	<ul style="list-style-type: none"> <li>▪ Adheres to legislative requirements.</li> <li>▪ Complies with legislative requirements regarding access and reporting.</li> </ul>
<p>Understand and uphold WHS requirements and responsibilities.</p>	<ul style="list-style-type: none"> <li>▪ Complies with the Institute's WH&amp;S Statement and WH&amp;S Policy and Procedures.</li> <li>▪ Is always mindful of workplace safety as it pertains to self.</li> <li>▪ Reports accidents within 24 hours.</li> <li>▪ Makes proper use of relevant safety equipment.</li> <li>▪ Attends training programs as directed.</li> </ul>
<p>Work as an Institute team member.</p>	<ul style="list-style-type: none"> <li>▪ Is an effective team member.</li> <li>▪ Attends Institute staff meetings and, where applicable, shares information available at these meetings with biological resources unit staff.</li> <li>▪ Complies with Ingham Institute Code of Conduct.</li> <li>▪ Contributes to the research culture at Ingham Institute.</li> <li>▪ Participates in Ingham Institute supporting activities.</li> </ul>