

## Position Description

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### MISSION

The mission of the National Serology Reference Laboratory, Australia (NRL) is to promote the quality of tests and testing for infectious diseases globally.

### BACKGROUND

NRL operates as a division of St Vincent's Institute (SVI) whose mission is to produce world class science: inspired by discovery, driven by purpose. It is located in the St Vincent's Hospital campus which lends NRL unique opportunities to collaborate with clinicians, researchers, and academics as well as work together on joint campus initiatives such as the SVI Biobank. Whilst given natural free rein to deliver its specific scientific activities, NRL is an integrated component of St Vincent's strategic objectives and as such the NRL works closely with SVI in this regard.

NRL was established as part of the Australian Government's HIV and AIDS strategy in 1985. Contracted by the Department of Health and licensed by the Therapeutic Goods Administration (TGA), NRL supports collaborative scientific partners worldwide in the promotion of accurate diagnosis and management of human communicable diseases, including HIV, HCV and HTLV. It does this by providing specialised services, including pre- and post-market evaluations of test kits, provision of quality assurance programmes to laboratories, specialised testing services, and consultation, education, and training for laboratories nationally and internationally.

NRL holds the unique position of being the only organisation world-wide that delivers this full suite of services, and with significant future opportunities to significantly grow NRL's market and services globally.

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<b>Job Title</b>	<b>Medical Scientist - MOLECULAR SCREENING PROGRAM</b>
<b>Unit</b>	NRL a Division of SVI
<b>Reports to</b>	Senior Scientist- Molecular Screening Program
<b>Superannuation</b>	11% Employer contribution
<b>Salary Packaging</b>	Up to \$15,900 FBT exempt
<b>Meals &amp; Entertainment Packaging</b>	Up to \$2,650 FBT exempt
<b>Hours</b>	38 per week (working week may include a Saturday)
<b>Direct Reports</b>	Nil

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### PRIMARY PURPOSE

NRL is establishing a new service stream for molecular testing at a new site situated in the southeastern suburbs of Melbourne which will involve approximately 30, 000 samples per week being receipted, processed and tested in a highly regulated environment with capacity to expand the program in the future.

The primary purpose of this position is to contribute to the implementation of NRL's new Molecular Screening Program and further, be the on-site technical lead for the Program, once operational. The incumbent will be able to confidently apply specialist technical and scientific knowledge, and competence in the provision of high-quality test results to NRL's stakeholders.

The scientist appointed at this level will be expected to work without direct supervision and make independent analytical decisions regarding the quality outputs of the Molecular Screening Program. The role will involve the supervision and training of technical staff, provision of professional advice outside the laboratory on appropriate scientific/technical matters and act as a deputy to the Senior Medical Scientist-Grade 3.

This role requires the appointed scientist to oversee incoming samples, receipt of consumables and reagent deliveries, and to technically participate in and supervise daily testing operations (under the supervision of the Senior Scientist).

## KEY RESPONSIBILITIES

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### 1. Specific Responsibilities

- Assist in the implementation of the NRL's new Molecular Screening Program by undertaking the practical testing component of verification studies and writing documentation to accompany processes and testing
- On implementation of the Program, act in a supervisory role for technical staff undertaking sample handling, pre-analytical processing and testing of high-throughput samples
- Monitor reagents and consumable inventory ensuring daily requirements are met whilst maintaining documented procedures for receipt and storage
- Liaise with Program stakeholders as required and in lieu of the Senior Scientist-Grade 3 when absent
- Ensure expected processing and results are met within the required timeframe
- Develop and document protocols as agreed to by the Senior Scientist and Project team (pre and post implementation)
- Ensure quality documentation is regularly reviewed and remains up to date
- Deliver training of technical staff as required and directed by the Senior Scientist
- Liaise with external service providers (including the site Manager) to ensure continuity of service

### 2. Judgement and Analysis

- Communicate delays or issues encountered to colleagues, supervisor and stakeholders accurately and in a timely manner
- Troubleshoot automation and associated technical issues as they arise
- Recognise technical issues outside of expertise and ensure these are highlighted to the supervising Senior Scientist as they arise
- Identify and monitor trends in data that may impact quality of test result i.e. track test kit controls

### 3. Supervision and Training (Post-program implementation)

- Contribute to appropriate training of Program staff and maintain competency
- Provide technical oversight for day-to-day sample receipt, pre-analytical processing and sample testing

## Occupational Health and Safety

- NRL / SVI has a duty of care to all employees to provide a safe work environment.
- All employees must also take responsibility for their own safety, and that of fellow workmates, as required by the Safety Policy and the Safety Manual and should apply a common-sense approach to work methods to minimize risk to themselves and others.
- Work performed in accordance with NRL's specific workplace safety regulations and procedures

## PERFORMANCE RESULT AREAS

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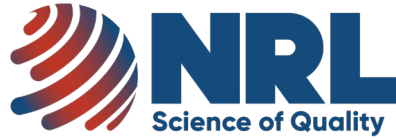
### Quality and Risk

- Undertake all activities in accordance with NRL's documented procedures, in compliance with relevant accreditation and regulatory standards including TGA, NATA and NRL's own Quality Management System.

### Operational efficiency and effectiveness

- Undertake tasks efficiently and with attention to accuracy
- Work independently with minimal supervision, but seek guidance and clarification as appropriate
- Adopt practices that result in efficient use of NRL resources
- Proactively identify improvements in processes and methods
- Maintain a professional work ethic
- Participate in periodic performance development discussions
- Maintain competency in all tasks

### Standards and organisational environment



All NRL employees are expected to:

- Strive to achieve the objectives of the NRL mission statement, as expressed in the NRL Quality Manual.
- Work in accordance with the NRL quality management system.
- Review documents owned by the incumbent within the allocated timeframe.
- Strive to act in accordance with NRL Core Values and Behaviours consistent with those Values.
- Contribute to NRL's internal audit function as appropriate.
- Provide support and assistance where appropriate to all other NRL core areas.
- Provide NRL customers with an efficient and effective service.
- Maintain a professional work ethic complementary to the NRL.
- Build and enhance professional relationships with the laboratory network.
- Abide by the terms of employment set out by SVI.

**SELECTION CRITERIA**

**Qualifications, skills, and experience**

Essential

- Tertiary qualifications in medical science - Bachelor, Honours, Masters or PhD
- Previous experience working in a fast-paced infectious diseases molecular diagnostic laboratory
- Expertise in operating and troubleshooting high throughput testing platforms
- High level of skill and expertise in the pragmatic troubleshooting of technical issues in sample handling and testing processes
- Considerable experience in laboratory quality control procedures and practices
- Competency in software packages such as MS Outlook, Excel and Word

**Personal Attributes**

- Excellent interpersonal and communication skills, both written and verbal
- Advanced analytical and problem-solving skills
- Ability to think independently and to provide proactive responses to unexpected results
- Strong attention to detail and accuracy
- Excellent organisational skills, able to multitask and prioritise work during busy periods
- Commitment to operating in a working environment that is quality driven and focused
- Ability to train and guide staff
- Ability to follow documented procedures
- Able to troubleshoot unfamiliar scenarios and apply critical thinking and common sense
- Confidence in working autonomously and apply sound decision making, but able to exercise appropriate judgement and seek advice and support as appropriate
- Self-motivated
- Strong work ethic and reliable

I understand and agree to undertake the requirements of the role, as described above:

Incumbent Name.....

Signature..... Date.....