

Position Description

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.

Job Title	SENIOR SCIENTIST - MOLECULAR SCREENING PROGRAM
Unit	NRL, a Division of SVI
Reports to	Project and Change Manager
Annual Salary	Medical Scientist Grade 3 \$106, 235 - \$120, 364
Superannuation	11% Employer contribution
Salary Packaging	Up to \$15,900 FBT exempt
Meals & Entertainment Packaging	Up to \$2,650 FBT exempt
Hours	38 per week
Direct Reports	Up to 6 FTEs (Post-program implementation)

PRIMARY PURPOSE

The primary purpose of this position is to contribute to the implementation of NRL's new Molecular Screening Program and ultimately be responsible for its overall operation and ongoing management. The on-site role will be positioned at NRL's new site situated in the southeastern suburbs of Melbourne, with oversight of high throughput molecular testing of approximately 30, 000 samples per week within a GMP licensed laboratory.

The incumbent will have relevant experience in a diagnostic setting with fully automated instrumentation and able to contribute to the implementation of systematic traceability across sample logistics/receipt, pre-analytical processing, testing, results reporting and sample disposal within a highly regulated environment. The successful candidate will have expertise to oversee the required verification of pre-analytical and testing instrumentation and test kit, and successfully transition the Program to a business-as-usual (BAU) service. Once established, the Medical Scientist - Grade 3 will provide ongoing leadership and manage all staff and activities associated with the BAU testing service to ensure that turn-around times are met and customer satisfaction ensured. The incumbent will be responsible for the troubleshooting of scientific and technical issues related to the Program with solution-based approaches, enable provision of timely updates/advice to stakeholders and have overall responsibility for the outputs and growth of this division.

The Senior Scientist appointed at this level will have gained experience in the infectious diseases testing sector capable of sound time management and excellent communication and writing skills. The role will drive the recruitment, supervision and training of scientific staff, as well as the provision of professional expert advice outside the laboratory on appropriate scientific matters

KEY RESPONSIBILITIES

1. Specific Responsibilities

- Contribute to the implementation of the Molecular Screening Program (in association with the Project Manager and Steering Group) regarding workflow, verification studies and establishment of procedures and documentation
- Oversight and management of NRL's Molecular Screening Program at NRL's secondary site, once operational
- Manage the budget, risk and quality of the Program, once implemented
- Supervise and manage the Program staff
- Support the development and modification of the Molecular Screening Program to increase efficiencies and scientific integrity
- Oversee reagent and consumable inventory; and the daily logistics of incoming samples
- Work with the Manager-Clinical and Research Services and key Program stakeholders to model and support growth and consolidation of NRL testing services, as required
- Understand GMP regulations and how it relates to the Program, ensuring compliance
- Manage day to day relationships with the Program stakeholders
- Liaise with the site facility manager to ensure business continuity and identify areas for process/facility improvement
- Lead and represent the Program in national and international scientific meetings
- As a member of the NRL Leadership team will support and advise on NRL scientific and management activities

2. Leadership, Judgement and Analysis

- Represent NRL in a professional manner and communicate effectively with external clients, stakeholders and contractors
- Ensure clear and timely communication of forecast and scheduled activities to ensure that internal and external stakeholders are engaged and supported
- Identify, assess and communicate opportunities to NRL Executive
- Manage and document Operational meetings, actions and outcomes with NRL stakeholders and regulators
- Mentor staff and develop a positive and invested team culture
- Provide a voice for the Program at NRL Leadership Team meetings

Measures of performance

- High level of stakeholder and staff satisfaction
- Ensure Program KPIs are met and reported at the monthly Leadership Team and stakeholder meetings

3. Financial Management

- Once program is operational, prepare and review cost centre budgets in conjunction with Finance Business Partner and the Executive Manager- Clinical and Research Services
- Prepare budgets for approval by the Director and Finance Business Partner for any new scope of work related to the program
- Review finance performance reports and provide justification for variances from budget and forecasts and contribute to the development of regular budget re-forecasts
- Manage expenditure in line with the SVI Delegations and Limits of Authority Policy
- Submit financial data in line with stakeholder reporting requirements, as required

Measures of performance

- Effective budget development and management, once service live

4. Management, Training and Supervision (Post-program implementation)

- Provide ongoing staff management and supervision; feedback and performance development to directly reporting staff, and undertake annual reviews with these staff in accordance with NRL guidelines

- Co-ordinate and provide training of current / new scientific and technical staff assigned to the Program, as required
- Monitor staffing levels, competence and development needs across the Program

Measures of performance

- Streamlined program management
- Effective communication to and high level of satisfaction from, the Molecular Screening Program stakeholders regarding the quality and timeliness of service delivery
- Sustainable levels of competent staffing available, including back up of critical tasks
- Operational metrics met/exceeded

5. Program Quality and Risk

- Scientific advice and development of verification and validation studies for the program implementation
- Identify program risks and ensure effective treatment plans are registered, established and monitored or escalated as required
- Ensure that staff undertake all activities in accordance with NRL's documented procedures, in compliance with relevant accreditation, certification and regulatory standards including TGA, NATA and NRL QMS
- Liaise with NRL Customer Relations and Marketing Manager to develop and implement appropriate Customer feedback surveys
- Oversee participation in quality assurance programs as relevant to the Program

Measures of performance

- Quality metrics met/exceeded
- High level of stakeholder satisfaction

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

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 a medical science (Bachelor, Honours, Masters or PhD)
- Experience in working and managing staff in a high-throughput diagnostic setting
- Sound understanding of infectious diseases molecular testing
- Adept at analytical problem solving and troubleshooting in a fast-moving environment
- Extensive experience in laboratory quality control procedures and practices
- Proven history of representation at scientific fora
- Well-developed skills in Microsoft Outlook, Word and Excel and other IT literacy

Desirable

- Experience in implementing a laboratory-based diagnostic service
- Sound understanding of GMP standard requirements and adherence

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
- Team-player who is co-operative and collaborative in their approach
- Commitment to operating in a working environment that is quality driven and focused
- Ability to train, mentor and guide staff
- Ability to follow documented procedures
- Ability 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.....