Position Description

NAME:	**Incumbent**
JOB TITLE:	**Assistant Manager/ Molecular Specialist – ZERO Molecular Profiling Program**
DEPARTMENT:	**Zero Childhood Cancer, ACRF Liquid Biopsy Program**
Theme:	**Personalised Medicine**
REPORTS TO (TITLE):	**Zero Childhood Cancer Program Manager / ACRF Child Cancer Liquid Biopsy Technology and Operations Manager**
LAST DATE REVIEWED:	**August 2020**

JOB SUMMARY

The **Assistant Manager/ Molecular Specialist** is responsible for co-ordinating and executing the day-to-day operations of the ACRF Child Cancer Liquid Biopsy Program (ACRF CCLBP), and, for the right incumbent, the Zero Childhood Cancer Molecular Profiling team. They will work closely with the ACRF CCLBP executive team and various stakeholders to execute and deliver on the research objectives of CCLBP. In addition to supporting all molecular components of the program, major responsibilities include developing, optimising, processing and running experimental protocols on patient samples, equipment installation, maintenance, and the day-to-day operation of the facility. The incumbent will ensure that samples are processed within defined time frames and to predetermined quality standards. They will also ensure that the technology and methodologies underpinning the program are performing to the highest standards and are providing the best outcome for patients.

This role will work collaboratively with key designated contacts within Zero Childhood Cancer Program, Children's Cancer Institute and Kids Cancer Centre, and in collaborating medical research institutes and paediatric oncology centres across Australia to deliver high return on both economic and research investment.

The **Assistant Manager/ Molecular Specialist** a mixed wet lab/coordinator role will be required to manage the daily laboratory operations and ensure rigorous quality control (ultimately reaching the standards of a diagnostic laboratory) is followed. They will be part of the team that ensures the ongoing success of the program and will also expected to provide significant contribution to the development of new approaches, systems and methods to ensure the program remains capable of meeting its strategic goals.

The role will suit a highly skilled molecular specialist with a friendly and outgoing personality who can work with people openly across all components of an organisation. Critical to the role is a clinically orientated and organised approach with an eye for detail and experience in working across multiple priorities simultaneously. You will establish strong working relationships with key operational and administrative stakeholders, coordinate and organise all aspects of the daily operations, assist with the preparation of reports, and contribute to grant applications. You will play a key role in ensuring the research program runs to schedule and meets respective project milestones within budget.

The role has significant potential to develop into a laboratory leadership role, ultimately managing technological development, innovative new liquid biopsy workflows and laboratory personnel.

PRIMARY TASKS / RESPONSIBILITIES

Laboratory Establishment – development and implementation of ACRF Child Cancer Liquid Biopsy Program (ACRF CCLBP)

- Train junior members of the lab in molecular biology techniques including NGS sequence library generation
- Assist with the purchase, installation and setup of technically sophisticated instruments (Genomics and Cytometry)
- Develop Standard Operating Procedures (SOPs) for all laboratory operations
- Contribute to the design and implementation of a new LIMS
- Develop and run experimental protocols to support the research objectives of the program, including low input, next generation sequencing workflows as well as sensitive single-cell isolation and genomic cytometry experiments.
- Design, establish and maintain a quality system to ensure appropriate quality assurance, quality and risk management.

Laboratory Operations and Delivery of High-Quality Data

Oversee all aspects of the daily operations of the laboratory to ensure the program produces clinically relevant data of the highest quality, including:

- Oversee the daily activities of the ZERO molecular profiling laboratory staff
- Provide high level molecular biology expertise and advice
- Deliver timely, and accurate results of complex technical workflows at a rigour expected of clinically relevant data.
- Establish/follow operational procedures to deliver service levels equivalent to a diagnostic laboratory
- Establish the centre's core competencies in utilising each piece of new equipment, through developing and optimising laboratory pre-analytical and analytical workflows
- Ensure the infrastructure to support rapid sample processing is operating according to agreed metrics so as to deliver patient centred data to relevant stakeholders within the agreed timeframes
- Track and meticulously record all aspects of laboratory operations whilst ensuring patient confidentiality
- Coordinate sample shipping logistics for all program sites, partners, and Tumour Bank.

Program Development and Process Improvement

- In conjunction with the technology and operations manager, and ZERO's Laboratory Operations Coordinator and senior clinical curation scientist, devise and implement the training and development of the molecular profiling laboratory staff
- Actively engage and drive the continued development of the programs technical capacities to ensure they remains at the cutting edge of clinically relevant research.
- Maintain a level of expertise through continued personal development and continuing education

- Participate in the design, testing and implementation of novel experimental protocols and approaches to advance child cancer liquid biopsy approaches and to generate data associated with proof of concept experiments.
- Work with an extensive list of collaborators to ensure the continued development of clinically relevant liquid biopsy techniques and approaches

Program Reporting and Representation

- In collaboration with internal and external stakeholders, contribute to report generation as required.
- Assist the with establishing strong working relationships with all stakeholder including supporting contributing sites to set up in accordance with stand operating procedures, study protocols, and all applicable regulatory guidelines.
- Assist fundraising with lab tours and public outreach.
- Actively contribute to the development of Children's Cancer Institute fundraising and marketing materials featuring the ACRF CCLBP to ensure the scientific and strategic message of the ACRF CCLBP executive team is effectively communicated to all stakeholders.
- Accurately represent the technical capacity of the ACRF CCLBP at conferences and through contribution to peer reviewed publication

MINIMUM REQUIREMENTS

Qualifications

- Bachelor's degree in bio/medical Science or related life science field

Experience and requirements

- Minimum of 3 years molecular biology experience in NGS and cutting-edge genomic applications
- Understanding of cytometric principles and experience with genomic cytometry and single-cell analysis, although not critical, will be viewed highly.
- Demonstrated experience with development and maintenance of laboratory information management and quality systems desirable (LIMS, QMS) desirable
- Demonstrated ability to learn new scientific concepts, understand and prepare scientific related documentation
- Demonstrated experience in co-ordinating and liaising with diverse stakeholders, including researchers and clinicians across organisations desirable
- An understanding of the medical research and health services environment in Australia
- Demonstrated strong computer literacy, and proficiency using a range of software packages
- Strong professional writing and verbal communication skills

Key Skills

- Exceptional technical acumen and proven experience with developing and implementing complex and emerging research technologies and approaches
- Strong solutions focussed analytical and problem-solving skills with attention to detail
- Confidentiality, sound judgement

- A collaborative team player with energy and enthusiasm
- Excellent interpersonal, verbal, and written communication skills, with proven ability to communicate effectively with stakeholders with varied skill sets and knowledge bases
- Ability to work autonomously with exceptional organisational capability, meet strict deadlines, demonstrate initiative, and respond and adapt rapidly to changes in priorities and the environment

Children's Cancer Institute policies applicable

- Code of Conduct/Ethics
- Whistleblowing
- Use of Electronic Resources
- Workplace Health & Safety
- Appropriate Workplace Behaviour
- Privacy
- Any other policies not listed but are available on the Staff HR Information Portal (Intranet)

EXPECTED OUTPUTS

- Strongly integrated, upskilled molecular profiling team, working with exemplary team work and culture to collectively support and deliver ongoing methods development and support of patient facing routine work, and strategically agreed research projects.
- SOPs for all Laboratory Operations, logistics, technical methods, and associated experimental protocols are written, approved, uploaded to Quality System, with further responsibility to ensure that these are followed
- Informative operational and administrative reports are designed, implemented, and run at regular intervals as agreed
- Quality service levels expected of a clinical laboratory are met
- Researchers are supported to maximise their ability to meet project milestones within budget
- Strong, transparent, productive working relationships with all external stakeholders including but not limited to Ramaciotti Centre for Genomics, Biological Resources Imaging Laboratory, ACRF, and all vendors
- Strong, transparent, productive working relationships with all internal stakeholders including but not limited to Core Services, Finance, Legal, People and Culture, Fundraising and Marketing, and Technology Services
- Significant contribution to the ongoing viability and development of the ACRF CCLBP.

SERVICE STANDARDS AND GENERAL EXPECTATIONS

- Respond to phone calls and emails within 48 hours
- Read internal communications within 48 hours
- Maintain up to date personal information in HRIS system (ConnX)
- Ability to work outside of standard business hours – in line with social distancing requirements and clinical sample flows.

COMPLIANCE AND CODE OF ETHICS AND CONDUCT

- Staff members are responsible for ensuring that they are familiar with and comply with their conditions of employment as stated in their individual contract, all Children's Cancer Institute Policies and Procedures and relevant ethical and regulatory guidelines. Staff must be aware that breaches by individuals will not be tolerated or condoned and may be subject to the Disciplinary Action Policy.

- Your knowledge and awareness of Children's Cancer Institute Policies and Procedures (including the Code of Ethics and Conduct), will be monitored from time to time to ensure that our compliance program is effective.
- Part of compliance adherence involves the use of standardised forms, checklists, and other aids (as appropriate) to ensure that important compliance issues are not overlooked. All forms must be used in accordance with instructions and the procedures as outlined in the relevant policies and procedures to ensure that compliance to the laws and regulations occurs.

WORK HEALTH & SAFETY

- Must adhere to all WHS policies and procedures including reporting incidents within 24 hours
- Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace
- Actively participating in health and safety meeting, training and induction programs
- Complying with all safe work procedures and instructions
- Use equipment in compliance with relevant procedures, without wilful interference or misuse
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor and in the WHS reporting system (Myosh)
- Must not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare

REPORTING STRUCTURE

Position reports direct to:

Zero Childhood Cancer Program Manager / ACRF Child Cancer Liquid Biopsy Operations and Technology Manager

Note: *Reporting structure may change subject to management decisions and business requirements.*

APPROVED BY

All parties below need to approve by signature and date.

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Vanessa Tyrrell	Name
Zero Childhood Cancer Personalised Medicine Program Leader	Position: Assistant Manager/ Molecular Specialist – ZERO Molecular Profiling Program
Co-Head of Theme, Personalised Medicine	
Date: 2 September 2020	Date: _ _ _ _ _ _ _ _

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.