



## Position Description

POSITION TITLE:	Scientific Services and Operations Manager
LOCATION:	SAHMRI North Terrace
REPORTS TO:	Head of Bioresources
DEPARTMENT:	Bioresources

### PURPOSE AND SCOPE OF THE POSITION

The Scientific Services and Operations Manager is responsible for leading and coordinating scientific support services and operational functions to ensure the efficient delivery of research and development activities. This role bridges scientific expertise with strategic operational management, enabling high-quality, compliant, and cost-effective outcomes across multidisciplinary teams. The manager plays a key role in optimizing workflows, managing resources, and fostering collaboration between scientific staff, administrative personnel, and external stakeholders.

The position will work closely with the Head of Bioresources and with Bioresources staff on a day-to-day basis.

There will be multiple direct reports (including casuals).

### KEY RESPONSIBILITIES

The specific duties include:

- Lead and manage the entire Bioresources team on a day-to-day basis
- Act as Head of Bioresources in their absence
- Regularly meet with researchers to discuss their project/experimental requirements
- Facilitate Bioresources activities to meet the requirements of the researchers
- Facilitate researcher access to new models and procedures
- Ensure all research requirements are met to the standard agreed with stakeholders
- Undertake audits of the facility to determine quality and effectiveness of activities
- Assist in providing data and figures for costing research grant proposals in line with institute procedures
- Keep abreast of the literature and technical developments related to experimental and breeding work in the facility
- Establish, implement and review procedures, guidelines and systems to ensure the effective, safe and efficient operation of the animal facility
- Ensure the effective and efficient use of resources (time, people, equipment and facilities)
- Identify and delegate responsibilities to the team members as required
- Maintain high quality records of all meetings
- Provide hands on support in the absence of staff
- Provide high quality written reports to Management as required



- Participate in regular laboratory and workplace inspections, and in obtaining and maintaining accreditation for the facility such as ISO9001, AAALAC, and NATA implementing change as required
- Ensure compliance with health and safety, biosafety and training requirements
- Work collaboratively to establish consistent standards and practices across research groups using the facility and with those external to the institute
- Participate in special projects to continuously improve processes, tools, systems and organisation
- Manage chemical inventories, databases and waste disposal
- Regularly audit supplies and request orders when required
- Liaise with the Head of Bioresources in relation to the allocation and use of facility space
- Manage inventories of animal facility equipment, including repair, replacement and general maintenance/servicing records
- Coordinate facility works and repairs as required
- Be one of the designated contact persons for facility alarms in relation to BMS, gases
- Participate in working parties and committees such as Animal Ethics committee, as appropriate
- Support quality assurance by contributing to audits, spot check, coordination of QA programmes and other activities as required
- Participate in special projects to continuously improve processes, tools, systems and organisation
- Take reasonable care to protect own health, safety and welfare at work and avoid affecting the health and safety of any other person at work
- Participate in the implementation of the Institute's Work, Health and Safety Management System and related laws, regulations and guidelines
- Ensure that duties are performed in keeping with the principles outlined in SAHMRI's Vision, Mission and Values and the Code of Conduct Policy

## SPECIAL REQUIREMENTS

- Some out of hours work may be required.
- DCSI Employment Screening and Police Checks may be required.
- This position requires a pre-employment medical examination to determine suitability for the physical requirements of the role.
- SAHMRI is required to implement the Addressing vaccine preventable disease: Occupational assessment, screening and vaccination policy for SAHMRI employees carrying out work in any SA Health Facility.
  - Immunisation Risk for this position is Category C (minimal patient contact).



## Person Specification

### QUALIFICATIONS

- Graduate degree (Medical and or Health Sciences)
- 7+ years of animal facility experience highly desirable

### EXPERIENCE, KNOWLEDGE AND SKILLS

- Demonstrated animal ethical and welfare knowledge
- Experience with management of rodent colonies for research purposes
- Demonstrated ability to engage with stakeholders and provide high quality service
- Demonstrated ability to manage themselves and others in an agile and flexible manner
- Demonstrated ability to lead a team effectively and respectfully
- Demonstrated ability to work cooperatively with all stakeholders
- Demonstrated understanding and ability in technical procedures associated with a rodent animal facility
- Demonstrated understanding of complex genetic manipulations in rodents used for medical research
- Demonstrated ability to work with complex databases to create efficient workflows
- Demonstrated ability to write high quality documents
- Demonstrated knowledge of project management practices
- Demonstrated understanding of technical requirements for experimental rodent work
- Demonstrated understanding of compliance requirements for an animal facility
- Support SAHMRI's commitment to reconciliation and acknowledge the importance of working in partnership with Aboriginal and Torres Strait Islander People
- Able to demonstrate the following SAHMRI Values and Culture:
  - **Excellence** – Bold, Driven, Dynamic
  - **Innovation** – Persistent and Focused
  - **Courage** – Collaborative and Enabling
  - **Integrity** – Embrace Diversity, Demand Equity
  - **Teamwork** – Friendly, Fast, Flexible, Fun

### LICENCES

- Current Driver's Licence (Desirable)