



POSITION DESCRIPTION

ASSISTANT MANAGER SUPPORT SERVICES SCHOOL OF MEDICINE

Vacancy Reference No:	06145 (Internal Only)
Major Cost Centre:	Faculty of Health Sciences
Organisational Unit:	Support Services Office, School of Medicine
Classification:	Higher Education Officer Level 7
Salary Range:	\$55 213 – \$61 267 (full-time salary) *
Superannuation:	Employer contribution of 17% of salary Employee contribution of 7% of salary
Employment Type:	Continuing, part-time (0.6FTE)
Supervisor (Title):	Manager, Support Services
Closing date:	5:00pm, Monday 19 June 06

**Effective from 24 June 2006*

KEY PURPOSE

This position helps manage infrastructural support to the teaching and research programs of the School of Medicine; provide high level advice to the Manager, Support Services on common service equipment and utilisation of teaching spaces; helps oversee the provision of services to the School of Medicine by the Flinders Medical Centre, its contractors and other organisations; ensure the School of Medicine meets its legal obligations in OHS&W matters and takes a leading role in staff development for technical staff.

ORGANISATIONAL ENVIRONMENT

The School of Medicine attracts approximately 70% of the research funding for the Flinders University and has the highest proportion of research staff and equipment within the University. The School also has a very active teaching program. The School is located within Flinders Medical Centre and the activities of both organisations are linked at many levels, adding to the complexity of their management. This position answers to the Manager, Support Services and the Assistant Dean for Support Services and provides advice to Faculty, University and FMC committees.

KEY RESPONSIBILITIES

Perform a range of administrative and associated functions to support the activities of the School of Medicine, Faculty of Health Sciences and FMC including

- 1 Acting as Executive Officer to the University Bio-Safety Committee and contributing to policy making and implementation of Bio-Safety requirements in the Faculty, University and FMC including:
 - Preparation of minutes, agendas and submissions of projects for Bio-Safety Committee meetings.
 - Maintaining registration of University and FMC facilities by the Office of the Gene Technology Regulation (OGTR), and ongoing liaison with OGTR regarding compliance of facilities and projects. Preparation of annual reports for OGTR.
 - Updating and distributing the FU/FMC Biosafety Manual.
 - Liaising with AQIS and Customs regarding the importation of biological materials and the registration of FU and FMC Quarantine Approved Premises

- 2 Provide instruction and support activities in the School of Medicine including:
 - Responsibility for coordinating the activities of the undergraduate teaching laboratories.
 - Providing support for the practical teaching programs in the School of Medicine.
 - Assist with the provision of support for teaching in SOM programs, as required

- 3 Provide senior technical and administrative support to the teaching, research and community programs of the SOM including:
 - Provide advice on the formulation and interpretation of FU & FMC policies and procedures relevant to teaching and research programs of the SOM.
 - Provide specialised technical advice and assistance to a wide range of academics, researchers and technicians.
 - Participate in selection and training of technical staff within the SOM.
 - Supervise technical and administrative staff as required.

- 4 Responsibility for OH&S matters of the School of Medicine including:
 - Serve on OH&S Committees within the School of Medicine/ Faculty of Health Sciences/ Flinders University/ FMC.
 - Provision of specialised consultancy on all OH&S matters within the School/Faculty.
 - Responsibility for OH&S induction program in the School of Medicine.
 - Provision of specialised consultancy service on Hazardous Substances including disposal of waste substances.
 - Liaise with FMC OH&S Unit in relation to management of OH&S issues.
 - Co-ordinate OH&S Audits in the School of Medicine with FMC audit program and help develop Audit tools.
 - Independently produce regular updates of the FMC/SOM Laboratory Safety Manual.

5. Promote and provide a safe working environment with attention to the requirements of the Occupational Health Safety and Welfare Act, the Workers Rehabilitation and Compensation Act and Equal Opportunity legislation. Specific responsibilities are detailed at <http://www.flinders.edu.au/ohsw/sup-resp.html> and http://www.flinders.edu.au/eo_unit/legislation/index.html

WORKING RELATIONSHIPS

This position reports directly to the Manager, Support Services and to the Assistant Dean (Support Services) and has significant interaction with senior staff in the School of Medicine, the Faculty, the University and the Flinders Medical Centre.

SELECTION CRITERIA

Applicants should address each selection criterion individually and should argue their case by citing evidence to support their claims rather than presenting a list of facts only.

Essential criteria

- Degree in science and / or extensive knowledge of current scientific methods, techniques and equipment.
- Substantial relevant experience in managing research and teaching support services at a departmental level.
- Demonstrated high level skills in problem solving.
- A high level of interpersonal skills and a well developed ability to communicate effectively with staff at all levels within and outside the organisation.
- Demonstrated broad knowledge of regulations governing the functioning of laboratories including OH&S, OGTR and AQIS.
- Under broad supervision, plan, develop, implement and evaluate programs to support a large and complex facility and take responsibility for significant resources.

Desirable criteria

- Knowledge of operational structures and work practices at Flinders Medical Centre.
- Knowledge of Flinders University Policies and Procedures.

INFORMATION FOR PROSPECTIVE STAFF

All intending applicants should read the *Essential Information for Applicants*, available at <http://www.flinders.edu.au/employment/app.php> If you are unable to access this information on the web site, please contact the contact person nominated below.

Information about Flinders University, living and working in Adelaide and employment at the University is available at <http://www.flinders.edu.au/employment/whyflin.php>

SUBMITTING AN APPLICATION

All applications must be lodged with Personnel, Policy and Practice. Application procedures for mailing, e-mailing, faxing or delivering applications are provided in the *Essential Information for Applicants* Please do **not** forward applications to the contact person nominated below.

CONTACT DETAILS

For further information about the position contact Dr Tadija Petronijevic, Manager Support Services, School of Medicine, Flinders University, on 8204 4062 or by email at tadija.petronijevic@flinders.edu.au.

Name of Authorising Officer: Associate Professor Colin Carati

Date of last update: April, 2006