Position Description – Electron and Ion Scattering Spectroscopy *Facility Manager*

POSITION DETAILS	
College/Portfolio	***Science and Engineering***
Organisational Unit	***Flinders Microscopy and Microanalysis (FMMA)***
Supervisor (Title)	***Director of FMMA***
Classification	***Higher Education Officer level 7***
Employment Type	***Fixed-term, Full-time***

POSITION SUMMARY

The Electron and Ion Scattering Spectroscopy Facility Manager will be responsible for managing the Metastable Induced Electron Spectroscopy (MIES) and Neutral Impact Collision Ion Scattering Spectroscopy (NICISS) instruments at Flinders Microscopy and Microanalysis (FMMA). The Facility manager will work closely with the FMMA Director and Facility Leaders to ensure the success of the research services and programs, including national and international collaborations. In addition to the day-to-day running of the facilities, the Facility Manager will provide training and technical advice to users, analyse samples for academic and industrial research as well as strategic planning to continue developing the facilities to best suit the needs of the research community.

UNIVERSITY EXPECTATIONS AND VALUES

All staff at Flinders are responsible for understanding their obligations and responsibilities as set out in the University's code of conduct and are expected to:

- Demonstrate commitment to the University's values of Integrity, Courage, Innovation, Excellence and the underlying ethos of being Student Centred;
- Contribute to the efficient and effective functioning of the team or work unit in order to meet the University's objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor;
- Promote and support an inclusive workplace culture which values diversity and embraces the principles of equal opportunity;
- Perform their responsibilities in a manner which reflects and responds to continuous improvement; and
- Familiarise themselves and comply with the University's *Work Health and Safety, Injury Management and Equal Opportunity* policies.

A National Police Certificate which is satisfactory to the University will be required by Flinders University before the successful applicant can commence in this position.

An up-to-date COVID-19 vaccination may be required as a condition of employment, in accordance with the Flinders University COVID-19 Vaccination Policy (2022). If required, any offer of employment will be subject to the successful candidate presenting their COVID-19 Digital Certificate as evidence of vaccination or showing evidence of a valid medical exemption, where relevant.

KEY POSITION RESPONSIBILITIES

1. Provide day-to-day management of the Electron and Ion Scattering Spectroscopy platforms in FMMA, including microscopy, spectroscopy, sample preparation, instrument operation, maintenance and repair.
2. Provide training and technical advice to users of the microscopy research facilities in FMMA.
3. Contribute to the development and review of an ongoing business plan to secure the long-term development of the facility; including assisting in the preparation of funding applications related to the platforms.
4. Foster interactions with the commercial sector with the aim of developing mutually productive commercial/scientific outcomes and undertaking contract work.
5. Monitoring expenditure/income in accordance with the budget, including service contracts and evaluating the fee structure for services/access to equipment; co-ordinate training, research and development activities between the various laboratories of Microscopy Australia (MA) and the SA Regional Microanalysis Facility (SARF).
6. Develop and maintain databases of techniques and protocols, along with appropriate quality control standards; supporting users of the facility.
7. Assist in the development and maintenance of web-based training and promotional materials for FMMA.
8. Assist with delivery of these training materials through MA supported Masterclasses and FMMA research higher degree student training courses.
9. Provide regular written reports (as well as annual reports) to the MA management committee, and participate in the MA audit process including the collection of data and other metrics that measure laboratory performance to ensure critical reporting against key performance indicators are met each year.
10. Liaise with Technical Services staff in the College of Science and Engineering, elsewhere in the University, and in comparable facilities at other institutions, in order to provide the best practice technical support for researchers at Flinders.
11. Develop and oversee the implementation of best practice Work Health & Safety (WHS) guidelines and operating procedures for use within the platforms.
12. Any other responsibilities in line with the level of the position as assigned by the Supervisor and/or the University.

KEY POSITION CAPABILITIES

- A PhD in Physics, Chemistry, Materials science, or equivalent experience.
- Proven knowledge and proficiency in either Electron or Ion Scattering Spectroscopy.
- Demonstrated ability to train new users in the high-level use of state-of-art microscopy techniques.
- Demonstrated ability to learn new techniques and procedures and apply them flexibly to novel problems.

- Experience with ultra-high vacuum instrument operation and maintenance.
- Demonstrated high-level management experience and demonstrated ability to contribute towards the strategic planning and operational protocols of the facility as well as managing the resources (both physical and financial) according to University policies and procedures.
- Evidence of high-level verbal communication skills and demonstrated ability to provide microanalytical advice to a diverse clientele including: internal staff and students; external clients; and industry representatives.
- Demonstrated strong written communication skills including the ability to maintain scrupulous records and good laboratory practice.
- Demonstrated ability to plan and coordinate activities, timeframes, and prioritise work flow in a multidisciplinary environment.