

Position Description – Senior Genomics Research Coordinator

Updated: 22 January 2025

POSITION DETAILS

College/Portfolio	College of Medicine and Public Health
Organisational Unit	Technical Services
Supervisor (Title)	Senior Manager Technical Services
Classification	Higher Education Officer 7
Employment Type	Fixed Term, Part Time

POSITION SUMMARY

Under broad direction, the Senior Genomics Research Coordinator to provide consultation and execution of genetics/genomics services for users of the South Australian Genomics Centre (SAGC). SAGC operates as a core resource to researchers across South Australia and beyond.

This position is vital in ensuring that all services in the genomics laboratory are delivered within a quality framework, in an efficient and effective manner, meeting industry standards as well as stakeholders' requirements. The Senior Genomics Research Coordinator will work across multiple different projects and possess excellent organisational, collaborative and time-management skills. In addition, general to broad knowledge of current genomics technologies, next generation sequencing, laboratory and team management is required. High standard service delivery will include well-developed communication skills to maintain and develop stakeholder relationships and provide engaging workshops and presentations.

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 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.

Staff working in a health care setting are strongly recommended to be fully vaccinated against COVID in line with the SA Health policy.

KEY POSITION RESPONSIBILITIES

The Senior Genomics Research Coordinator is responsible for:

Laboratory Operations:

- Coordinating the daily operations of the genomics laboratory, including advising on project design, sample processing, sequencing and reporting.
- Developing and implementing protocols and Standard Operating Procedures (SOPs) along with the SAGC Quality Manager, to ensure the accuracy, reproducibility, and efficiency of genomics workflows.
- Maintaining and troubleshoot laboratory equipment, ensuring proper functioning and coordinating repairs and maintenance as needed.
- Managing inventory, ordering, and stocking of consumables and reagents necessary for genomics experiments at the Node.

Technical Expertise and Training:

- Providing technical expertise and guidance to SAGC users on experimental design, sample preparation, data analysis, and interpretation.
- Staying current with advancements in genomics technologies and methodologies, and assess their potential applications.

Quality Assurance and Compliance:

- Working closely with the Quality Manager, implement quality control measures to ensure the accuracy and reliability of genomics data generated within the Node.
- Maintaining thorough documentation of experimental procedures, results, and quality control measures.

Collaboration and Communication:

- Working closely with the SAGC team to achieve the success of the facility.
- Collaborating with stakeholders to understand their genomics needs and provide customised solutions and support.
- Contributing to a collaborative and inclusive environment within the facility, promoting knowledge sharing and interdisciplinary collaboration.

Any other responsibilities in line with the level of the position as assigned by the Supervisor and / or SAGC Manager / or the University.

KEY POSITION CAPABILITIES

- Bachelor degree with Honours or equivalent in a relevant laboratory based field and relevant subsequent experience, or an equivalent combination of experience and/or education and/or training.
- Demonstrated extensive experience with molecular biology techniques including handling of

nucleic acids and high standard of laboratory skills.

- Previous extensive experience managing complex projects from development to completion with comprehensive reporting on milestones.
- Demonstrated ability to perform complex and innovative laboratory experiments.
- Demonstrated ability to work collaboratively with staff at different levels and with external stakeholders.
- Demonstrated ability to take high level initiatives in problem solving with excellent attention to detail.
- Ability to work unsupervised and under broad direction.
- Experience in handling and analysing complex data sets.
- Previous experience with automation equipment.
- Have a broad understanding and hands-on experience in the following areas:
 - **Sample Receipt:** documenting, handling and storage for DNA/RNA samples
 - **Sample QC:** sample quantification and qualification
 - **Library generation:** library generation with various sample types (e.g. bulk RNA, whole-genome DNA, amplicon, single cell, tissue sections)
 - **Library preparation:** pooling, denaturation and loading flowcells before sequencing
 - **Sequencing:** platforms operation and maintenance such as Illumina Nextseq, Illumina Miseq, MGI-G400, MGI-T7, Chromium Controller
- General to broad knowledge and experience implementing novel workflows in a laboratory setting.
- Well-developed written and oral interpersonal skills with a demonstrated ability to network and liaise with stakeholders and staff.
- Ability to work in an organised, methodical way and to manage multiple ongoing projects.

Desirable

- Prior management experience in molecular laboratories.
- Prior working experience in NATA-accredited laboratories.