Position Description – Senior Genomics Research Coordinator – Quality Control

Updated 9 September 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 (0.75) available until 31 December 2026**

POSITION SUMMARY

Under broad direction, the Senior Genomics Research Coordinator is responsible for leading, maintaining, and enhancing the facility's quality management system (QMS) in alignment with NATA accreditation standards. The role ensures compliance with current ISO/IEC 17025 requirements and drives the expansion of accreditation scope to include ISO/IEC 15189 for medical testing. This position plays a critical role in ensuring the accuracy, reliability, and integrity of genomic services for users of the South Australian Genomics Centre (SAGC). while fostering a culture of continuous improvement and regulatory compliance. SAGC operates as a core resource to researchers across South Australia and beyond. The role will also focus on identifying, streamlining, and enhancing laboratory processes to optimise efficiency, minimise operational risks, and ensure consistently high-quality service delivery for all users.

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 projects and possess excellent organisational, collaborative and time-management skills. In addition, a general to broad knowledge of current genomics technologies and next-generation sequencing is required.

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 Nationally Coordinated Criminal History Check (NCCHC) which is satisfactory to the University will be required b 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:

Quality System Management

- Maintain and continuously improve the laboratory's NATA-accredited ISO/IEC 17025 quality management system.
- Working with the Centre Manager, co-lead the development and implementation of documentation, processes, and procedures required to achieve and sustain ISO 15189 accreditation.
- Coordinate and conduct internal audits, management reviews, and quality improvement initiatives to ensure ongoing compliance with regulatory standards.
- Monitor and ensure timely resolution of non-conformances, corrective and preventive actions (CAPAs), and audit findings.

Accreditation and Compliance

- Liaise with NATA and other regulatory/accreditation bodies to ensure alignment with current and emerging requirements.
- Prepare for and manage external assessments, surveillance visits, and accreditation renewal processes.
- Maintain up-to-date knowledge of applicable regulatory frameworks, industry standards, and best practices in quality management within genomics and clinical laboratories.

Laboratory Operations Support

- Work closely with laboratory and bioinformatic staff to ensure quality principles are embedded in day-to-day operations.
- Provide training and mentoring on quality standards, accreditation requirements, and best practices.
- Support method validation, verification, and performance monitoring of genomic assays in compliance with quality and accreditation standards.
- Provide initiatives that simplify workflows, reduce redundancy, assess new opportunities and embed process improvements into day-to-day operations, ensuring laboratory activities are both efficient and sustainable.

Continuous Improvement & Risk Management

- Drive initiatives to enhance laboratory quality systems, workflows, and data integrity.
- Establish risk management processes and monitor quality indicators to ensure robust and reliable testing outcomes.
- Recommend and implement innovative quality practices that align with the laboratory's scientific and clinical goals.
- Collaborate with staff to evaluate existing operational practices, introduce process enhancements, and leverage technology-driven solutions to improve turnaround times and resource utilisation.
- 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

- Completion of a Bachelor degree with Honours or higher in a relevant discipline (e.g., Molecular Biology, Genomics, Laboratory Science, Quality Management, or related field).
- Demonstrated well developed to high level experience managing quality systems in an accredited laboratory (preferably in genomics, pathology, or clinical testing).
- Demonstrated well developed to high level ability to work collaboratively with staff at different levels and with external stakeholders.
- General to broad knowledge of ISO/IEC 17025 requirements and proven experience in maintaining compliance.
- Demonstrated familiarity with NATA requirements and processes.
- Demonstrated familiarity with the genomics facility settings
- Well developed to high level organisational, analytical, and problem-solving skills.
- Well developed to high level communication skills with the ability to engage technical and non-technical stakeholders.
- Ability to work unsupervised and under broad direction.
- Demonstrated significant to high level ability to manage audits, corrective actions, and quality improvement initiatives.
- Additional qualifications in quality management systems (e.g., ISO, auditing) (highly desirable).
- General to broad experience with developing or implementing an ISO 15189 accreditation scope (highly desirable).