

Position Title	Compounds Australia Operations Manager
Group/Portfolio	Division of the Deputy Vice Chancellor (Research) / Institute for Biomedicine and Glycomics
Classification	HEW 8
Position Number	00058411
Reports To	Compounds Australia Facilities Manager
Employment Type	Fixed Term

1.0 Position Purpose

Compounds Australia is national compound management and logistics facility that enables biomedical research across >50 member organisations including Australian and international universities, medical research institutes and commercial clients. Compounds Australia is located at the Institute for Biomedicine and Glycomics (IBG), Griffith University, and is part of the National Collaborative Research Infrastructure Strategy (NCRIS) Therapeutic Innovation Australia platform. Compounds Australia comprises an advanced industry-standard infrastructure suite to securely store and curate small molecule compound libraries (>1.5 million compounds), and to prepare and distribute assay-ready microplates (96, 384 and 1536-well) to members. The ~\$20 million infrastructure suite includes state-of-the-art liquid handling robotics and small molecule compound storage units, with the facility supporting >150 biomedical research projects annually.

The Compounds Australia Operations Manager will provide operational and technical direction in the field of compound management and logistics. The Operations Manager is responsible for managing the delivery of services to Compounds Australia's national collection of academic and commercial Members. The position manages the Operations Team and provides high level support to the Facility Manager to ensure the services of the facility meet the needs of the users and to oversee the upgrade, installation, and integration of new equipment into the facility.

The Operations Manager will have strong foundational knowledge in compound management practices, liquid handling robotics, automation, and complex data management, and the drive to build on those foundations to become a leading expert. Proven experience in the development, management, and implementation of operational processes and procedures in a laboratory- or service-driven environment is critical.

2.0 Eligibility Requirements

- Tertiary qualifications or equivalent combination of relevant knowledge and experience in a biomedical or chemistry science discipline in combination with experience in automation, liquid handling robotics, and data management.

3.0 Key Responsibilities

- Manage Compounds Australia's operational activities, including service delivery to internal and external clients, by managing resource allocation, scheduling, delivery, invoicing, and internal usage reporting.
- Operate, and manage the use of the advanced automation suite at Compounds Australia, including the development of workflows that ensure effective and efficient use of resources.
- Develop, monitor, and review standard operating procedures to maximise efficiency of operations and ensure appropriate levels of safety and security are maintained at all times.
- Develop and maintain local workflows and processes that ensure the effective delivery of services. Manage resources that support the facility operations, including equipment, software, operational capacity, consumables, and space.
- Provide effective training, professional development, supervision and management of the technical Operations Team, which includes monitoring workflow, output and performance.
- Work closely with the Facility Manager to ensure continuous improvement of service delivery and effective operational performance in meeting objectives.
- Build relationships with new and existing research and industry clients, and provide those clients advice with respect to sample storage, sample processing, and quality control and assurance.
- Provide input into the development and implementation of strategic infrastructure projects at the facility based on clients' evolving needs.
- Maintain and cultivate relationships with vendor networks and global suppliers, with particular focus of this role to maintain relationships for Field Applications and Product Specialists to ensure access to up-to-date and emerging trends, technologies and workflows within the Compound Management and Laboratory Automation space.
- This position may be required to take on other responsibilities, commensurate with the expectations of a role at this level, which contribute to the overall objectives of the work unit.
- Support and maintain compliance with relevant legislation and University Policies and Procedures, including equity and health and safety and exhibit good practice in relation to same.
- Be a leading example of the principles and values embodied in the University's Code of Conduct, and behave, act and communicate at all times to reflect, fairness, ethics and professionalism.

4.0 Key Capabilities

- Griffith University identifies the attributes of resilience, flexibility, creativity, digital literacy and entrepreneurship as critical to our graduates' success, in the rapidly changing future world of work. We have established a Griffith University Capability Development Framework to provide a common language of some of the non-technical organisation skills that will support our staff to thrive now and into the future. The Capability Development Framework will assist you to understand the current skill level of this position in the non-technical but critical skill domains that are increasingly important in a changing workplace context.

To read about some of the non-technical organisation skills for this position, please see the Leads Others section of our [Capability Development Framework](#).