

Position Title	Mass Spectrometry/NMR Facility Manager
Group/Portfolio	Division of the Deputy Vice Chancellor (Research) / Institute for Biomedicine and Glycomics
Classification	HEW 8
Position Number	00063402
Reports To	Senior Manager, Operations and Infrastructure
Employment Type	Fixed term

1.0 Position Purpose

The position is required to i) manage the operations of the Mass Spectrometry and NMR Facilities, and ii) to provide technical expertise to facilitate the research objectives of students and researchers accessing the Mass Spectrometry (MS) and NMR research instrumentation.

2.0 Eligibility Requirements

- A minimum qualification of a PhD in physical, chemical or biological science, together with subsequent postgraduate/postdoctoral training that included substantial experience in the use of liquid chromatography coupled to MS spectrometric instruments (both capillary and nano flow) and NMR methods in modern scientific research.
- Relevant experience in the advanced use and maintenance of MS/NMR instrumentation and associated data analysis, with an emphasis on proteomics and glycomics data. Relevant experience in the routine management of MS, NMR or other research facilities including general accounts management, workplace health and safety oversight and consumables purchasing.

3.0 Key Responsibilities

- Manage the use of relevant high-resolution MS and LC-MS facility and high field NMR instruments and associated specialist laboratory spaces, primarily based on the Gold Coast Campus, in the Institute of Biomedicine and Glycomics.
- Develop and maintain leading edge technical and scientific skills relevant to MS and NMR instrumental analysis and undertake correct operation of the MS and NMR instrumentation and ancillary equipment.
- Develop and deliver technical instruction and training in correct operation of the MS and NMR instrumentation and related procedures to research staff and students. Assist researchers in developing advanced experiments. Formal sign-off for training and up-keep of list of trained users (basic/advanced) who are authorised to operate instruments to specific level.

- Manage and coordinate the day-to-day client usage of the MS and LC-MS and NMR facilities including booking schedules. This includes providing day-to-day advice and assistance to internal and external clients. Engage and work collaboratively with stakeholders.
- Prepare and maintain the local management of cost recovery mechanisms relating to MS and NMR operating accounts. Review budgets and advise on charge policies for the MS and NMR Spectrometry Facility.
- Perform and coordinate the preventive maintenance schedules, running maintenance and troubleshooting of the LC, MS and NMR instrumentation.
- Develop, implement, and maintain relevant operation/instruction manuals and methodology references (e.g. SOPs, Risk Assessments, Training Register) for MS and NMR protocols.
- Provide expert advice and guidance that will contribute to research outcomes including publications and grant applications. Provide advice on new instrument purchases, installation, room design, etc for new capabilities and instruments and instrument relocation as required.
- Manage requests for technical information on the laboratory facility, including requests related to the quotation of internal and external fee-for-service. Perform fee-for-service analyses where there is capacity to do so and manage all related administration.
- Coordinate the response to after-hours emergencies within the MS and NMR facilities, including providing after-hours contact details.
- Perform other duties relevant to the level of appointment as directed by the position supervisor.
- Lead and promote compliance with relevant legislation and University policies and procedures, including equity and health & 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 Self section of our [Capability Development Framework](#).