

## Lab manager - Cellular responses to disease and vaccination

**Classification:** RA2 - SR03: (\$90, 139 - 130, 947 plus super and salary packaging depending on experience)

**Contract type:** Fixed term (24 months)

**Time fraction:** Full-time (1.00 FTE)

**Location:** 85 Commercial Road, Melbourne 3004, Boonwurrung Land

**Reports to:** Associate Professor Michelle Boyle

**Working Group:** Cellular responses to disease and vaccination working group

**Discipline:** Life Sciences

**Direct reports:** Nil

**Last updated:** Sept 26

### Position snapshot

The cellular responses to disease and vaccination working group is focused on understanding the development of protective immunity to malaria and other infectious diseases in humans. The Lab Manager role will lead general laboratory management and logistics for large teams (>10), including management of core equipment, training, ethics/governance submissions, under the direction of the Working Group Head. Additionally, Lab Manager will independently generate data and undertake research on the human immune response to malaria to inform vaccine development, according to agreed work plans. The ideal candidate will have extensive experience in lab management, a combination of technical skills (such as molecular biology, immunology, parasitology), experience working in malaria and/or human focused research groups, and experience working with international teams in resource limited settings.

### Key responsibilities

#### Data generation

- Support planning, execution and troubleshooting data generation and analysis according to an agreed research plan

#### Lab management

- Lead laboratory management and group logistics under direction of Working Group Head
- Manage specimen data banks
- Lead staff and student onboarding
- Assist Working Group Head with budgeting and finance management
- Oversee laboratory operations, including procurement of supplies and consumables, equipment maintenance and management, and calibration schedules to ensure operational readiness and compliance

### Communication and research reports

- Prepare SOPs and safety documents
- Prepare reports on progress towards project milestones and ethics
- Scientific presentations internally and externally
- Communication and coordination with internal & external collaborators

### Training

- Indirect supervision and training of junior staff and students in specific projects and activities with support of Working Group Head

## **Training**

Responsible for completing all required training in line with the position / role

## **Out-of-hours contact**

Monitor, read, or respond to contact outside of work hours which relates to performance of work where reasonable.

## **Key selection criteria**

- BSc (Hons) in a relevant field (essential)
- Experience in laboratory-based biomedical research (essential)
- Technical skills in a combination of areas such as molecular biology, parasite culture, immunology (essential)
- Experience in training individuals within diverse teams (essential)
- Experience in the human focused or malaria focused research laboratory (desirable)

## **About Burnet Institute**

**Burnet Institute is one of Australia's leading medical research and public health institutes.**

We believe all people should have access to medical research and health programs, no matter who they are or where they live.

Since our beginnings at the Fairfield Hospital in 1986, we've developed our expertise in life sciences, public health and international development to drive better health outcomes for communities near and far.

Today, we're working for a future where diseases are eliminated, where mothers and children are thriving, where the world is better prepared for health challenges, and where people are supported to reduce harms to their health.

Learn more about [our strategy for greater impact in a rapidly changing world](#).

View our [health themes](#), [core programs](#) and [flagship initiatives](#).

**Our vision**

A more equitable world through better health.

**Our purpose**

To create and translate knowledge into better health, so no-one is left behind.

**Our values**

Respect, equality, inclusiveness, diversity.

**Where we work**

Burnet has offices in Papua New Guinea, Myanmar and Vanuatu, and also contributes to research and public health programs in many other countries across Asia, the Pacific, Africa, Europe, and North America.

## Australian Institute for Infectious Disease (AIID)

The AIID aims to protect Australia and the wider Asia-Pacific region against major global health issues and pandemics. Its formation maximises the strength of partners and provides enhanced capabilities across research and its translation, public health, and education. The AIID is a collaborative initiative of foundation partners Burnet Institute, the Doherty Institute and The University of Melbourne, with funding from the Victorian Government.

## Occupational health and safety

Burnet has a commitment to providing a safe and healthy workplace in accordance with the Occupational Health and Safety Act 2004. All staff are obliged to take all reasonable care to ensure that their actions do not place themselves or others at risk and to adhere to relevant policies, procedures and safe work practices thereby contributing to a safe, healthy and respectful workplace for all employees, contractors and visitors

## Other requirements

Burnet is a child safe organisation. The incumbent of this position will be required to undergo a Police Check and possibly a Working with Children Check as a condition of employment. The types of contact with children can be viewed [here](#). This position involves the following contact with children (any individual aged under 18 years):

**Contact type:** no contact with children