

Laboratory Head – Metcalf Research Fellow

Position title: Laboratory Head – Metcalf Research Fellow

Classification: Academic Level to be Negotiated

Division/Department: Blood Cells and Blood Cancer

Work location:

Position reference:

Employment type: FT / PT

Remuneration range:

Further information:

Position reports to: Division Head

Closing date:

Positions reporting to this one: SRO, RO, RA, Students

Position overview

The Laboratory Head will develop and lead a team conducting internationally significant and innovative research programs aligned with the Institute's core themes of Cancer, Immune Health and Infection, and Healthy Development and Ageing, Computational Biology, and New Medicines and Advanced Technology. They will additionally look to achieve excellence in research outputs, research application and research translation, and secure sustained funding. To achieve significant standing in the scientific community and contribute to the discipline as a whole.

The Laboratory Head is responsible for ensuring that the laboratory is financially responsible and operates in an intellectually stimulating and safe environment in which staff and students have the opportunity to flourish. The laboratory head must ensure research is carried out in compliance with regulatory, commercial and ethical obligations. The role requires leadership in research creativity, people management and collaboration.

The Metcalf Family Cancer Research Fellow will be a Laboratory Head and research leader within the Blood Cells and Blood Cancers Division with scope for cross-Divisional appointment. In accord with the conditions of the Metcalf Family donation, the Fellow will be a clinician scientist and may conduct clinical practice and clinical research on a part-time basis through a co-appointment with an appropriate health care service or services. The Fellow will develop and coordinate a team to conceive and conduct a collaborative program of original research that contributes to the objectives of the Division, in particular the understanding and treatment of blood cell cancers, and related conditions. The Fellow will also contribute more broadly to the successful operation of the Division and the Institute, including attracting research funding, and will promote an intellectually stimulating and safe environment in compliance with regulatory, commercial and ethical requirements.

The successful candidate will be appointed as a Metcalf Family Cancer Research Fellow with a single-line grant of \$400,000 per annum for an initial seven-year period, with renewal for additional periods dependent on performance.

Organisational environment

The Walter and Eliza Hall Institute of Medical Research

The Institute is one of Australia's leading biomedical research organisations, with a strong national and international reputation for performing highly influential basic and translational research.

With more than 1,100 staff and students, the Institute is addressing some of the major health challenges of our time, with a focus on cancer, infection, inflammation, immune disorders, development and ageing. We are at the forefront of research innovation, with a strong commitment to excellence and investment in research computing, advanced technologies and developing new medicines and diagnostics. And our researchers are strongly supported by Professional Services teams.

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The Institute is organised around five themes; Cancer Research and Treatments; Infection, Inflammation and Immunity; Healthy Development and Ageing; New Medicines and Advanced Technologies and Computational Biology.

This Institute is committed to delivering long term improvements in treating and diagnosing diseases, with many national and international clinical trials underway based on research undertaken at the Institute.

The Institute's main laboratories are located in the world-renowned Parkville precinct, a vibrant and collaborative life science research, education and healthcare hub. The Walter and Eliza Hall Institute Biotechnology Centre is located 30 minutes from Parkville at La Trobe University's R&D Park in Bundoora and includes facilities for medicinal chemistry and antibody development and production. Additionally, based in Kew, the Clive and Vera Ramaciotti Laboratories (established in 1973) produce high quality, germ-free and specific pathogen free bioservices resources for research

Organisational objectives

Discovery and translation

To make discoveries that shape contemporary scientific thinking, increase understanding and improve prevention, diagnosis and treatment of cancer, immune disorders and infectious diseases.

Education and training

To educate and train world class scientists and to attract, develop and retain the best and brightest workforce.

Organisational culture

To provide a vibrant and inspiring organisational culture that encourages, promotes and rewards excellence, collaboration, innovation, creativity and respect.

Engagement

To engage with our stakeholders to improve outcomes, building support and secure resources for medical research.

Sustainability

To build infrastructure, professional services and funding that sustains our research and maximises the time our scientists can spend making discoveries.

Organisational values

- Contribution to Society
- Integrity and Respect
- Collaboration and Teamwork
- Accountability
- Creativity
- Pursuit of excellence

Key accountabilities

Scientific research

- Develop a program of internationally competitive research that addresses major biological questions in human health and where appropriate pursue translational outcomes
- Articulate and stay on top of new directions and fields of research and prepare the lab for the future
- Set priorities, develop plans, drive and deliver excellence and innovative research projects within the lab; including commercial and clinical translation where appropriate
- Monitor progress, impact and outcomes of lab research activities
- Build and sustain research collaborations within the Division, across the Institute, locally, nationally and internationally

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- Promote the research of the lab and division and actively engage with the broader Institute community
- Work with the Division Head to contribute to the Division and the Institutes scientific strategies
- Train and guide others within the lab in the selection and use of research design, experimental techniques, data collections, information analysis and/or development of new methods and theories.
- Publish regularly, demonstrating good judgement in aiming for widely read and impactful journals and seek review opportunities
- Contribute to peer-review of grants and publications
- Proactively manage data, analyses and development of methods and theories arising from the laboratory's research and experiments
- Catalyse and foster a strong collaborative culture between their laboratory across themes and Divisions
- Represent the Institute at conferences in the field of expertise, communicate to the community about research, and contribute to appropriate internal and external committees and organisations
- Ensure an environment that maintains good scientific practice

People development and management

- Plan staffing requirements
- Recruit, train and build sustainable and diverse lab team and facilitate productive internal and external relationships
- Ensure that the people in the lab grow as scientists while also developing capabilities across other domains
- Set performance expectations, train, mentor, coach team members and manage the performance of the members of the research team
- Build capability in all the lab team members to prepare for future roles in scientific research and other fields, create opportunities for development ensuring support for gender equity and other diversity and inclusion goals
- Take action to create and develop inclusive and diverse lab team in line with the Institute's diversity goals
- Be accessible, share expertise, advise and collaborate with colleagues across the Institute
- Provide ongoing career development for the technical and support staff
- Continue own professional development and create opportunities for others
- Accept and acknowledge the role of leader and membership of the Institute's leadership team
- Seek to resolve people issues in a timely, constructive and respectful manner
- Manage the health and wellbeing of staff and students within the laboratory
- Ensure timely communications with staff and students.

Resources and planning

- Identify and plan resource, technological and infrastructure requirements
- Plan and manage lab resources effectively and take appropriate action
- Identify potential funding sources, prepare funding applications, and produce competitive grant applications
- Proactively encourage researchers within the lab to explore a diverse range of funding opportunities and assist and oversee preparation of applications; encourage lab members to be entrepreneurial
- Be well known to the major donors and funding organisations
- Provide technical advice and problem solving on laboratory-held technology
- Coordinate and prepare laboratory technical information, standards, manuals

Institute culture

- Make a significant contribution to Institute leadership and management
- Determine appropriate ethical conduct for research areas
- Advise on policy development within the Institute
- Lead and model the highest standards of scientific and professional integrity
- Model the Institute's values and behaviours

Research Commercial Relations

- Create and build extensive relationships to support the application and/or commercialisation of the labs research
- Ensure protection of Intellectual Property and other research outputs
- Monitor lab research for potential commercialisation (recognising the importance of open-source software

in the bioinformatics and statistics communities)

- Contribute to commercial relations policy and procedures development and implementation
- Encourage scientific entrepreneurship
- Ensure laboratory notebooks are maintained as required for intellectual property protection
- Work with the business development team on commercialisation where appropriate

Research Standards, Regulatory Compliance and Risk Management

- Oversee compliance with regulatory, ethical, and professional standards
- Ensure all members of group are aware of and comply with standards of professional conduct in scientific research
- Ensure compliance with regulatory and ethical standards within laboratory
- Monitor the recording and retention of research activities and results
- Monitor laboratory and staff compliance with regulatory and funding agency requirements and ethical standards
- Identify document, manage and mitigate risks relating to the delivery of the laboratory
- Contribute to developing and implementing risk and compliance framework

Health, Safety and Environment

- Implement health, safety and security policy within the laboratory
- Oversee the establishment of health and safety programs, processes and structures
- Monitor compliance with safety policies, standards, legislation, procedures and good practice
- Participate in appropriate health and safety committees and programs
- Collaborate on audits and incident investigations and provide advice on preventive and corrective measures
- Identify and respond to safety training needs of laboratory staff

Key relationships

- Division Heads – to coordinate resources, support strategic technology directions
- Director – to confer on Institute goals
- Deputy Director Science Strategy – to confer on finances, compliance, risk, safety and scientific strategy
- Theme Leaders – to promote scientific excellence and to contribute to broader Theme initiatives and strategies
- Laboratory Heads – to discuss research and strategic technology direction and collaboration, particularly in regard to technology and methodology, including the development of new methods and theories.
- Laboratory staff and students – to engage and encourage to get the best out of them
- Expert panels and committees – to contribute to the wider development of research within the Institute and externally
- Community and donors – to communicate the work of the Institute and the laboratory
- Professional Services team – to support for the operations of the laboratory

Key selection criteria

Personal qualities

- Work effectively as team leader by managing and developing team members
- Ability to perform accurately and effectively, at times under pressure
- Excellent interpersonal communication skills
- Strong multi-tasking, time management and organisational skills
- Capacity in recruiting and identifying people talents and skills

Knowledge and skills

- Evidence of team leadership
- Outstanding performance at Postdoctoral or Faculty level

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- Record of high-quality publication and achievement of a body of research
- Recognition, or emerging recognition, as an authority in their field of research
- Strong interpersonal and communication skills with capacity to further develop linkages

A safe and sustainable workplace

The Institute is committed to developing a safe and sustainable work place with rigorous risk, compliance and governance systems. As an employee you are expected to:

- Comply with Institute policies, plans and procedures.
- Take reasonable care of your own safety and the safety of others including using Personal Protective Equipment (PPE) and safety devices appropriately.
- Report all risks, hazards, incidents/injuries and near misses.
- Attend and complete training programs as documented in individual training needs matrices, within proposed time frame.
- To the extent of your role responsibilities and obligations proactively contribute to a safe and sustainable workplace.

Diversity

At the Walter and Eliza Hall Institute we embrace diversity amongst our staff and students and know the importance of an inclusive workplace culture to the success of our organisation.

We are actively committed to achieving gender equality across our workforce. The institute has a range of policies and initiatives in place to address under-representation of women at senior levels and to support people with caring responsibilities.

We have a strong commitment to the process of reconciliation and creating meaningful employment and training opportunities for Aboriginal and Torres Strait Islander Peoples.

We encourage applications from people from culturally and linguistically diverse backgrounds, Aboriginal and Torres Strait Islander Peoples, people with a disability, and people from the LGBTQIA+ community.

Privacy notification

The collection and handling of declarations and personal information relevant to your employment will be consistent with the requirements of the Privacy Act 1988.

Acceptance

I, have read, understood and agree that this position description represents the key duties and responsibilities expected of me while employed in this position. I will also undertake other duties assigned to me from time to time. I understand the Walter and Eliza Hall Institute of Medical Research reserves the right to modify this position description, as required, and I will be consulted when this occurs.

**) If e-signature is used:*

I consent to providing my electronic signature below in confirmation that I have read, understood and accept the duties and responsibilities described this position description.

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Employee Signature: Date:

Supervisor Signature: Date:

Supervisor Name: