Peter Mac
Peter MacCallum Cancer Centre
Victoria Australia

# CANDIDATE INFORMATION

## CURRENT OPPORTUNITY

Peter MacCallum Cancer Centre (Peter Mac) is seeking an exceptional **Core Facility Manager – Centre for Advanced Histology and Microscopy** with established leadership and management skills and a customer service focus.

The Centre for Advanced Histology and Microscopy (CAHM) underpins a multitude of cancer research projects and houses four core platforms:

- Histology
- Optical Microscopy, which houses a suite of state-of-the-art high-end optical microscopes, including laser scanning confocal microscopes, a multimodal super resolution microscope and multiphoton microscope, a dual laser multiphoton microscope, and a laser capture microscope
- Electron Microscopy, inclusive of both transmission and scanning electron microscopy
- Image Analysis

For details of our current platforms see: https://www.petermac.org/research/core-facilities/centre-advanced-histology-microscopy/platforms

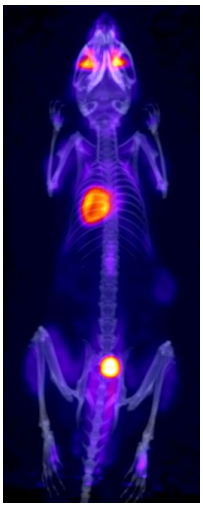
The successful applicant will be a highly experienced and self-motivated Facility Manager, with an eye for detail and a focus on cutting-edge technology and methodology.

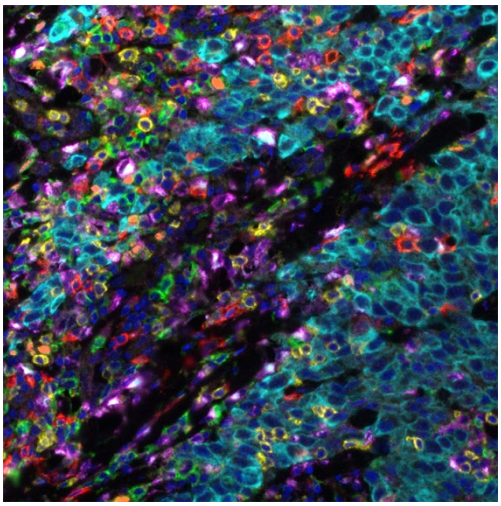
The Core Facility Manager will collaborate in research activities with other laboratories and cores, train staff and students, contribute to the development of new imaging methods and the implementation of new technologies within the core.

## ABOUT PETER MAC RESEARCH

The Peter Mac Cancer research facilities are embedded within the world-leading Peter MacCallum Cancer Centre, Australia's largest and most prestigious cancer-dedicated public hospital.

Peter Mac is a fully integrated cancer research centre, with research activities spanning clinical, translational and fundamental laboratory research.





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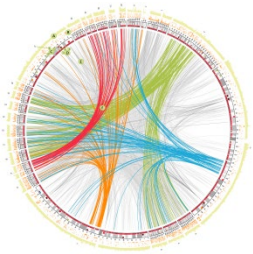
Over 500 Laboratory Research staff and students work within 11 broad research programs across 40 laboratories.

**A full list of Peter Mac's research laboratories can be found here.**



**500+** researchers, clinician researchers and support staff

**11** research programs, **40** laboratories

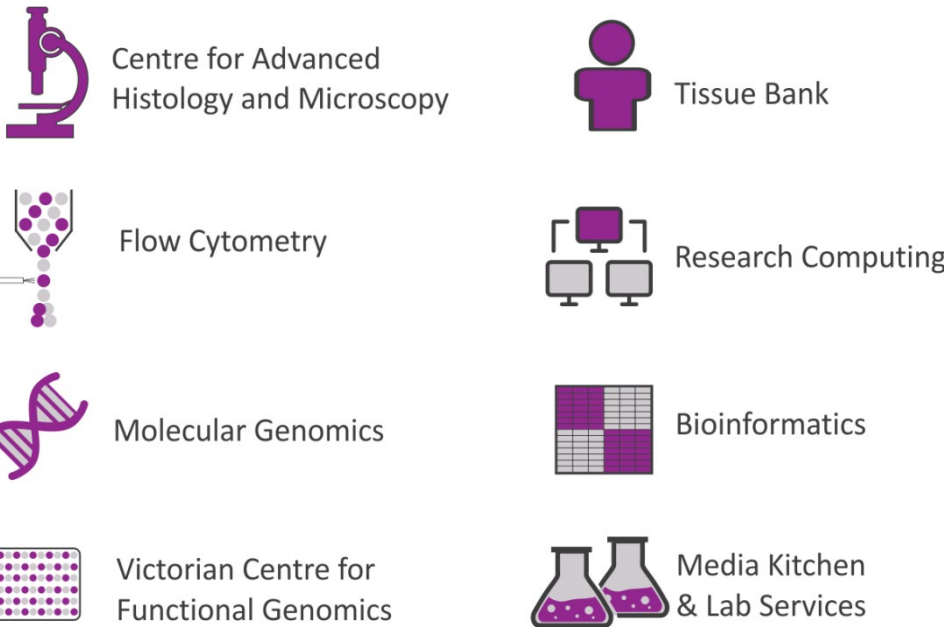
NHMRC funding success at twice national average

**~500** publications each year

Over 15% of our publications with an impact factor >10.

**Translation** of research into clinical practice underpins our strategic research directions.

Peter Mac's research laboratories are supported by a number of outstanding core facilities offering cutting-edge technologies and research platforms.




**Click here for expanded information on Peter Mac's core facilities.**

## OUR LOCATION

Peter Mac is located in Melbourne, Victoria, within the Parkville biomedical precinct – a vibrant research hub consisting of world-leading universities, medical research institutes and four major tertiary hospitals.

The Parkville precinct is a globally-competitive academic precinct unparalleled in the Southern Hemisphere, with a critical mass of over 10,000 biomedical researchers.

The precinct includes:

Peter MacCallum Cancer Centre

The University of Melbourne

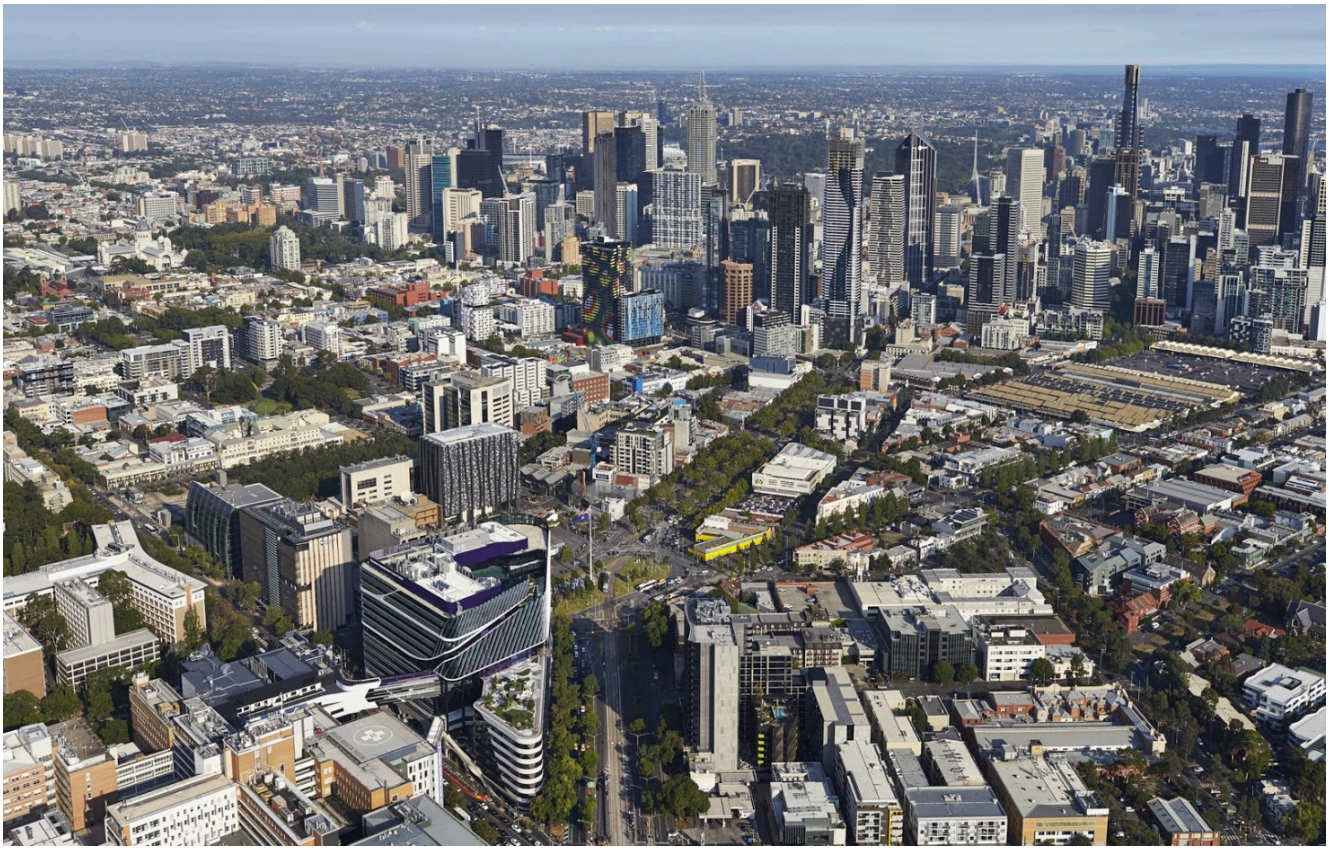
The Royal Melbourne Hospital

The Women's Hospital

The Royal Children's Hospital

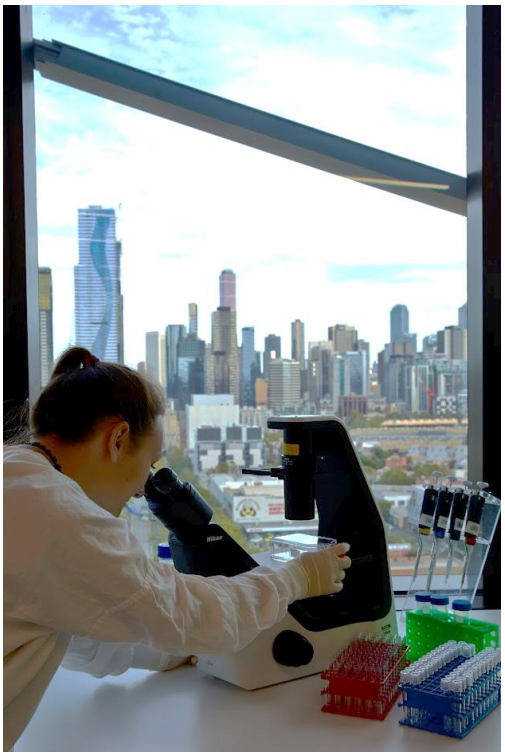
Walter and Eliza Hall Institute of Medical Research

Murdoch Children's Research Institute



**For more information on our location please visit [Living & working in Melbourne.]**

## POSITION AND CANDIDATE



This is a great opportunity to lead one of Peter Mac's core facilities as **Core Facility Manager – Centre for Advanced Histology and Microscopy**.

The successful candidate will be responsible for providing effective leadership and management of the Facility and establishing an innovative Core service for research staff and students

The ideal candidate will have an established track record in optical microscopy and in managing an efficient core laboratory.

They will provide outstanding leadership whilst building on existing reputation and partnerships.

**As a successful applicant, you will have demonstrated** strong leadership and management skills and highly developed interpersonal attributes.

**Other skills and attributes include:**

Identify and implement innovative and cutting edge technology and methodology in the area of microscopy

Develop and apply image analysis methods

Manage and facilitate applications in histology

Lead and appropriately manage a team

Manage financial billing and budgets

Prepare business cases and funding applications for equipment

Be a collegiate member of the Peter Mac research division

Outstanding candidates are encouraged to apply for the position of **Core Facility Manager – Centre for Advanced Histology and Microscopy**, for which a full position description is attached.

## APPOINTMENT PROCESS

Applications should consist of a full curriculum vitae detailing full employment history with relevant achievements, and detailing professional qualifications. This should be accompanied by a covering letter describing how you meet the selection criteria.

To apply, please upload your letter and curriculum vitae on the Peter Mac Careers web site at: https://petermac.mercury.com.au/ViewPosition.aspx?id=hWPWQBAd2h0=&jbc=ere.

Closing date for applications is **4 August 2020**.

For further information, please visit https://www.petermac.org/careers

## ABOUT PETER MACCALLUM CANCER CENTRE

Peter MacCallum Cancer Centre (Peter Mac) is Australia's only public hospital solely dedicated to cancer and is Australia's largest cancer research institute. Peter Mac is a global leader in cancer treatment, research and education. Each year we care for over 25,000 patients, whose treatment is informed by research undertaken by our more than 500 scientists, clinician-researchers, allied health professionals and support staff.

Our aim is to lead the way in providing the very best in care for people with cancer, while working collaboratively to reduce the individual, social and economic impact cancer has on our community. Partnerships and alliances help to accelerate advancements, translating to better, more effective cancer prevention, care and treatment strategies. We actively work with the whole cancer sector to improve outcomes for all Victorians affected by cancer.

Peter MacCallum Cancer Centre's vision is to provide the best in cancer care, accelerating discovery and translating to cures.

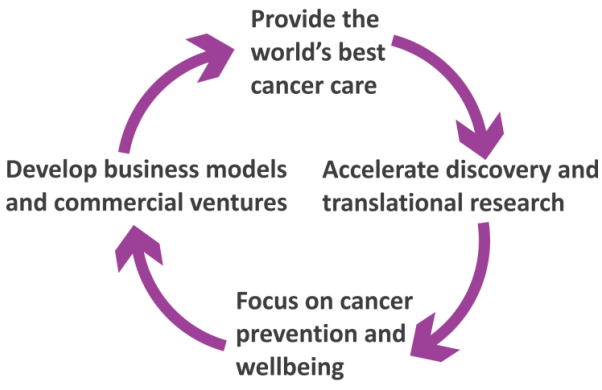
**25,000+**
patients each year

**25,000+**
square metres of research space

A dedicated clinical trials unit

Capacity for **96** overnight inpatient beds

**110** chemotherapy, medical and same -day beds and chairs



# Position Description

**A LEADER IN INTERNATIONAL CANCER RESEARCH, PREVENTION, TREATMENT AND CONTROL**

Peter MacCallum Cancer Centre aims to lead the way in a new era of cancer care, research, education and control. Our unique laboratory bench-to- bedside approach; highly talented and committed people; new facilities and local and international partnerships all combine in pursuit of our goal to improve and save lives.

**AT THE FOREFRONT OF MAJOR TRANSFORMATION: REDEFINING CANCER**

Ground-breaking scientific discoveries and life-changing treatments are creating new hope for people with cancer. Advances in molecular and genomic medicine are transforming the way we think about how cancer develops and how we detect and treat cancer. At Peter MacCallum Cancer Centre, our normal days are extraordinary. We relentlessly pursue research discoveries and innovative clinical practices that are game-changers in cancer treatment.

**VISION AND VALUES**

Peter MacCallum Cancer Centre strives to be *the best in cancer care, accelerating discovery, translating to cures.* How we go about our work is as important as what we achieve. Everything we do is underpinned by our core values, **Excellence**, **Compassion** and **Innovation**.

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| **EXCELLENCE** | We ensure clinical practice is evidence-based, patient-centred, and provided by qualified and experienced staff. |
| **COMPASSION** | We adhere to the strongest ethical standards to ensure a culture of openness, mutual respect and trust. |
| **INNOVATION** | We strive to ensure that innovation is fostered by supporting research and a learning culture. |

## 1. POSITION DETAILS

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| **Title** | Core Facility Manager – Centre for Advanced Histology and Microscopy | **Division** | Research |
| **Department** | Research | **Location** | Melbourne |
| **Enterprise Agreement** *(or its successor)* | Allied Health Professionals | | |
| **Classification** | Dependent on qualifications and experience | | |
| **Immunisation Risk Category** | Category C: Position within a non-clinical setting. | | |

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| **Position Summary** | The Laboratory Research department of the Peter MacCallum Cancer Centre is seeking a highly experienced and self-motivated core facility manager to lead our Centre for Advanced Histology and Microscopy (CAHM). The CAHM Manager will collaborate in research activities with other laboratories and cores, train staff and students, contribute to the development of new imaging methods and the implementation of new technologies within the core.<br>The Core Facility Manager is responsible for providing effective leadership and management of the facility, establishing an innovative core service for researchers and students. | |
| **Position Reports to** | Direct | Associate Director Laboratory Research |
| | Indirect | General Manager Laboratory Research |
| **Number of Reports** | Direct | 8 |
| | Indirect | Nil |
| **Decision Making Authority** | As per Peter Mac's Delegation of Authority Framework | |

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| **Key Relationships** | Internal | • Research Staff and Students<br>• Other core facility managers and staff<br>• Office of Cancer Research<br>• Peter Mac Procurement team<br>• Peter Mac Finance team |
| | External | • Precinct partners and external customers<br>• Instrument suppliers and engineers |

## 2. SELECTION CRITERIA

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| **Essential Requirements** | • Appropriate postgraduate degree in relevant discipline or equivalent<br>• Extensive expertise and training in optical microscopy<br>• Extensive experience in image analysis software packages such as FIJI, Volocity, Arivis, HALO, and Imaris<br>• Experience in the development and application of image analysis methods<br>• Proven skills and track record in managing an efficient core laboratory<br>• Excellent communication and interpersonal skills including the ability to liaise with and effectively manage staff and students, write concisely and present new and complex information effectively both in writing and verbally<br>• Demonstrated ability in the development, delivery and evaluation of new and novel techniques and technologies in the area of microscopy<br>• Demonstrated commitment to the delivery of excellent customer service and continuous improvement to the standard of service<br>• A track record of effectively leading and motivating staff to deliver high quality, professional and timely services and creating a positive culture which values and develops team members<br>• Proven ability to interact collegially and collaboratively with investigators<br>• Strong organisational and effective time management skills<br>• Demonstrated skills and experience in managing budgets and financial billing |

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| **Desirable Requirements** | • Demonstrated ability to manage and facilitate applications in histology<br>• Expertise in electron microscopy (TEM/SEM)<br>• Training or background in physics relevant to microscopy<br>• Postgraduate management qualifications<br>• Experience in data management strategies and working effectively with large computational datasets<br>• Programming skills and experience with macro writing<br>• High quality research publications in peer-reviewed journals in a relevant research field |

## 3. KEY ACCOUNTABILITIES

| Key Accountabilities | Demonstrated by / Key Performance Indicators |
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| **1. Operational management** | • Review infrastructure needs and prepare business cases and funding applications to obtain grants for equipment<br>• Prepare annual budgets and allocate resources appropriately<br>• Manage expenditure to the agreed budget<br>• In consultation with stakeholders maintain, review and innovate services provided by the facility<br>• Ensure the efficient operation of all facility instruments<br>• Ensure instruments are maintained and serviced with minimal down time<br>• Ensure billing is prepared and reviewed in a timely manner |

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| | • Ensure staff have the appropriate skills and are supported in their roles<br>• Ensure regular calibration, cleaning and maintenance of the imaging equipment is conducted as well as coordinating servicing<br>• Maintain appropriate records including proper use of the booking and billing systems<br>• Review and revise cost recovery models with the leadership group |
| **2. Training and education** | • Design and run high-level training modules/sessions and workshops for research staff and students in the use and operation of the imaging equipment, and in the potential application of microscopy techniques in their research projects<br>• Ensure that core staff are appropriately skilled and that competency is maintained such that there is a continuity of services provided<br>• Manage and monitor initial and ongoing core staff and user training<br>• Contribute to the design and execution of specific projects requiring complex microscopy techniques and introducing new imaging methods<br>• Rapidly learn software programs associated with microscopy data and database management<br>• Regularly present to laboratory groups regarding facility capabilities and strategic opportunities<br>• Ensure core staff partake in educational activities including and not limited to institute seminars, internal and external training courses and meetings |
| **3. Leadership and management** | • Provide strong and effective leadership of the Core facility team by fostering a culture of responsibility and accountability, professional development, leadership and continuous improvement<br>• Work in a constructive, transparent and integrated manner with the CAHM user group<br>• Pro-actively identify initiatives and opportunities for change within the core which will help enhance the Peter Mac's ability to meet its strategic goals<br>• Develop and implement key objectives and goals for the facility<br>• Regularly monitor and assess performance of direct reports formally and informally providing constructive feedback and assessment of development needs<br>• Conduct annual formal employee appraisals of all direct reports<br>• Ensure processes and standards are implemented consistently<br>• Assist with the design of research plans for microscopy users<br>• Provide expert guidance and advice to colleagues to resolve complex problems |
| **4. Quality Assurance and Improvement** | • Implement strategies to maintain research integrity in line with the *Australian Code for the Responsible Conduct of Research*<br>• Promptly and thoroughly report and investigate all incidents and procedural breakdowns<br>• Validate new equipment and consumables according to departmental and regulatory policies and standards<br>• Keep abreast of relevant technological developments, in part by attending microscopy related seminars and conferences and work to implement and/or adapt new approaches within the core |
| **5. Communication** | • Use appropriate communication techniques to accurately determine needs and exchange ideas.<br>• Demonstrate a clear, concise and open communication manner<br>• Prepare reports for senior management as required |

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| | • Establish a regular program of Core Facility team meetings to provide general updates and seek input to the running of the facility<br>• Contribute toward laboratory research initiatives as required<br>• Ensure webpages, noticeboards, newsletters and any other medium used for communication are kept up-to-date |
| **6. Relationship management** | • Provide a high standard of service and support to laboratory research staff and students<br>• Develop strong working relationships and partnerships with other core managers, senior management, staff and students<br>• Proactively manage relationships with key internal and external stakeholders including with the facilities in the Parkville Precinct<br>• Build trust through managing and delivering on expectations<br>• Actively seek feedback to better understand the needs of all stakeholders<br>• Implement and attend user group and program meetings |
| **7 .Workplace safety** | • Adhere to procedures in compliance with the Institutional Biosafety Committee (IBC) and the Office of the Gene Technology Regulator (OGTR)<br>• Comply with infection control policies and procedures 100% of the time<br>• Complete incident reports 100% of the time and responds appropriately to OHS incidents<br>• Attend Health & Safety training on emergency procedures annually and is capable of identifying emergency equipment in place |

## 4. ACCEPTANCE AND AGREEMENT

All Peter MacCallum team members must:

- Demonstrate and role model Peter Mac values.
- Comply with all Peter Mac Policies and Procedures.
- Comply with the Requirements of the National Safety & Quality Health Service Standards.
- Work in accordance with the Data Accountability Framework to maintain data integrity.
- Complete and maintain all mandatory training relevant to area of practice.
- Participate in Peter MacCallum Cancer Centre's performance development process as required.
- Contribute to a safe and healthy working environment.
- Report unsafe work practices in the incident reporting system.
- Promote a no blame culture of safety and wellbeing.
- Maintain working knowledge of emergency procedures and location of emergency equipment.
- Take all reasonable steps to prevent bullying, discrimination and harassment in the workplace.
- Observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- Be able to travel between campuses as necessary for their role.

Peter Mac strongly supports patients in expressing their wishes and values. Clinical staff are encouraged to engage in Advance Care Planning (ACP) discussions with patients.

Peter Mac has a zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously. For more information refer to Peter Mac's Child Safe Policy.

Peter MacCallum Cancer Centre is an equal opportunity employer and is committed to providing for its employees a work environment which is free from harassment or discrimination.

Peter Mac complies with the legislative requirements of the *Voluntary Assisted Dying Act 2017* and the organisation supports its community in accessing their rights under this legislation. Peter Mac respects the rights of staff to choose to participate or not.

Peter MacCallum Cancer Centre is a smoke-free environment.

**ACCEPTANCE**

*I have read, understood and agree that this position description represents the duties, responsibilities and accountabilities expected of me in my employment in this position. I understand Peter MacCallum Cancer Centre reserves the right to modify position descriptions as required, and I will be consulted when this occurs.*

**Your acceptance is recorded via e-Recruit.**

*Privacy Statement: Information may be collected and stored for the purpose of recruitment and selection. The information will only be used and disclosed for the primary purpose of its collection. Some exceptions exist. These may be obtained from the People and Culture department.*