



## Position description

**Title of position:** Manager - Applied Biosciences

**Reporting to:** General Manager - Affinity Labs

### Overview:

This position is responsible for the management of the Applied Biosciences team within Affinity Labs, the commercial arm of The Australian Wine Research Institute. This includes overseeing service delivery and staff management of beverage microbiology and plant pathogen diagnostic laboratories, which provide routine and advanced analysis and project management to a range of beverage and agricultural industries. This role is actively involved in identifying and developing business growth opportunities relating to applied biosciences and is also responsible for linking Affinity Labs with relevant stakeholders within the grape industry's biosecurity network, with a particular focus on grapevine virus diagnostics.

### Qualifications:

A PhD (or a Bachelor's degree/Master's with significant experience) in molecular biology, microbiology or other relevant field.

### Essential experience/attributes:

- Minimum of three years' experience in a senior laboratory or research-based role related to plant pathogen diagnostics.
- Proven experience with molecular techniques, particularly PCR-based assays
- Understanding of quality assurance for service delivery
- Demonstrated ability to communicate effectively to a wide range of stakeholders at varying levels within industry, research institutes and management.
- A keen interest in science commercialisation and business development with experience in these areas being highly desirable.
- Demonstrated effective written communication in various forms for different audiences (e.g. scientists, industry, management etc.)
- Demonstrated high level of interpersonal and communication skills.

### Desired experience:

- Knowledge of, and experience with, grapevine viruses in the laboratory and their management in the field.
- Team management experience
- Experience with microbiological testing of beverages.

**Principal accountabilities:**

1. Oversee the service delivery of commercial microbiology and pathogen testing laboratories. This includes coordination of workloads in both laboratories and delegation of tasks to staff in order to maintain the provision of efficient and effective services.
2. Identify and develop business growth opportunities relating to Applied Biosciences in conjunction with the Business Development Manager and General Manager – Affinity Labs.
3. Maintain an active role within the Australian grapevine virology and diagnostics networks, including involvement in relevant committees, proficiency testing programs and conferences, and liaising with relevant researchers, funding body representatives, government officers and industry personnel, as required.
4. Ensure quality service outcomes through strict adherence to laboratory quality policies, management systems and standard operating procedures (SOPs).
5. Manage fee-for-service Applied Biosciences projects. This includes either direct responsibility, or overseeing of staff, to carry out the planning, execution, reporting and communication of project outcomes.
6. Ensure quality project outcomes through robust and thorough evaluation of experimental data and strict adherence to project plans, project management systems and directions provided by the General Manager – Affinity Labs.
7. Take direct responsibility for meeting Applied Biosciences financial targets and contributing to the preparation of contact agreements and quotations.
8. Provide high-quality customer service and communication to customers and stakeholders using appropriate communication tools.
9. Undertake other reasonable duties as directed by the General Manager – Affinity Labs or the Managing Director.
10. Accept that all intellectual property, patents and discovery arising during the course of employment at the AWRI remain the property of the AWRI.
11. Promote the general well-being of Affinity Labs by ensuring that all contact with clients, staff or the public is performed in a professional manner.

**Person specification:**

1. Practical understanding of and experience in scientific research.

2. Ability to work and communicate successfully within a multi-disciplinary environment and across research and industry groups.
3. Ability to maintain effective working relationships and contribute positively in a team environment.
4. Ability to effectively manage staff and promote good team efficiency, morale and communication.
5. Superior oral and written communication skills.

**Workplace health and safety responsibilities:**

Employees and students must take reasonable care to protect their own health and safety, and have responsibilities to:

1. Ensure that they do not increase the risk to the health, safety or welfare of others through any act or omission.
2. Obey reasonable instructions that are designed to protect their health, safety and welfare.
3. Use, in the appropriate manner, equipment that is provided to protect their health, safety or welfare.
4. Not wilfully interfere with, or misuse, items or facilities provided in the interest of health, safety or welfare of employees.
5. Ensure that they are not affected by alcohol or any other drug to such an extent that they endanger themselves or others.
6. Report promptly, any hazards, incidents or injuries to their Manager/Team Leader.

Managers/Team Leaders are responsible for the implementation of WHS in their area of control, including to:

1. Support, encourage and enforce the application of WHS by their employees.
2. Ensure that all relevant WHS policies, procedures and systems are implemented.
3. Ensure that all hazards are identified and controlled as far as is reasonably practicable, and that the control measures are monitored and reviewed.
4. Provide employees and students with adequate information, instruction, training and supervision to maintain their health, safety and welfare.
5. Ensure employees are consulted regarding changes to the workplace or work practices that may affect their health, safety or welfare.