Position Description

Position Title:	**Classification:**
Manager, Research Laboratories	Level 5
Faculty/School/Office:	**Date Position Classified/Updated:**
Faculty of Health Science & Medicine	November 2026

Purpose of the Position:

The Manager, Research Laboratories is a senior technical leadership position within the Faculty of Health Sciences and Medicine's Technical Services and Facilities Team and is responsible for the effective management of the Faculty's teaching and research laboratories. This position ensures laboratories are compliant, well-maintained, and aligned with teaching and research priorities.

Leading a dedicated technical team, the Manager, Research Laboratories ensures the provision of high-quality technical skills and services (to support operations) in the Faculty's practical teaching and research laboratories across a diverse range of disciplines including stem cell biology, regenerative medicine, cancer, pharmacology, genomics, biochemistry and molecular biology.

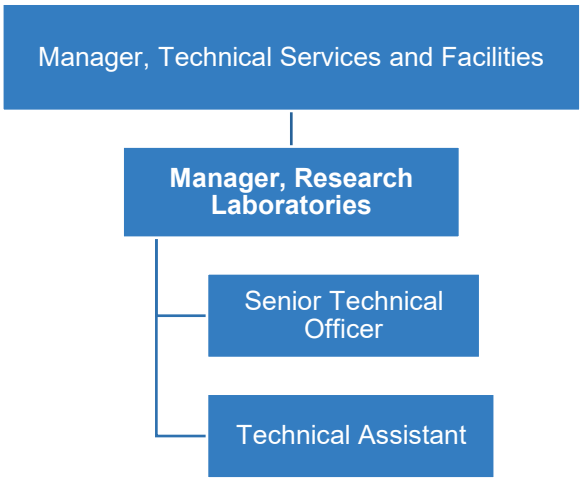
The role will lead the development, implementation and maintenance of laboratory policies, standard operating procedures and risk assessments, ensuring compliance with relevant regulatory frameworks. It will have overarching responsibility for resource management within the laboratories, including staff resourcing, stock management and procurement, equipment maintenance and infrastructure planning. When required the role will review processes and systems to inform continuous improvement initiatives and lead the team through change.

Working closely with academic and research staff and students, this position also provides sound guidance in experimental design and the setup, calibration, and maintenance of specialised instrumentation. The position facilitates/provides technical training and mentoring for staff and students, promoting good lab practice, ethical conduct, and capability development.

As a key liaison with internal and external stakeholders, this position actively support the Faculty to achieve its strategic objectives in research and teaching excellence by contributing to relevant partnerships, innovation initiatives, and long-term sustainability planning. As part of the Technical Services and Facilities Team, this position will foster a culture of excellence, safety, and collaboration, and contribute to the delivery of high-quality laboratory environments that advance research, teaching, and engagement across the Faculty.

Reporting Relationship:

This position reports to the Manager, Technical Services and Facilities and has the following direct reports:



Selection Criteria:

1. A postgraduate qualification in biomedical research or a related scientific discipline.
2. A minimum of three years' experience working as a researcher, with demonstrated skills in laboratory operations and basic laboratory management.
3. Demonstrated knowledge of WHS policies and procedures in an operational laboratory environment, including Australian Standards (AS/NZS 2243), PC2 and OGTR requirements, and the Australian Code for the Care and Use of Animals in Research.
4. Knowledge of current laboratory procedures in cell biology, including tissue culture, microscopy, flow cytometry, molecular biology techniques, and biochemical assays.
5. Ability to train researchers and students in experimental methods and ensure compliance and cooperation among laboratory users.
6. Experience in operating, maintaining, and troubleshooting laboratory equipment to a high standard.
7. Demonstrated experience in project coordination and financial management within a research or laboratory setting.
8. Demonstrated ability to align laboratory operations with strategic goals, manage workflows, and contribute to continuous improvement initiatives.
9. Excellent interpersonal, organisational, and oral and written communication skills, with the ability to engage effectively with diverse stakeholders.

Desirable Criteria:

1. Exposure to leading or contributing to strategic planning, change initiatives, or continuous improvement projects within a laboratory or research setting.
2. Understanding of research funding structures, ethics approval processes, and laboratory support for grant-based projects.
3. A current Australian Drivers lincense and a willingness to travel between sites.

Competency	Responsibility
Team Leadership	• Lead and manage a team of technical staff to ensure high-quality service and advice for the Faculty's teaching and research facilities. • Act as the technical lead for the research laboratory to increase the quality, efficiency and consistency of the laboratories and service delivery. • Act as the main operational contact for academic staff, to ensure faculty resources align with best practice standards and escalate complex issues as required. • Foster a high-performance and positive work culture within the team, to provide feedback, offer skill development and where possible provide cross-training opportunities • Nurture continuous improvement through the implementation of process/systems review and when required, lead the team through change. • Strengthen our intellectual and technological environment through interdisciplinary interactions, integration of resources and creative thinking. • Support the development of technical staff by identifying training needs, recommending learning opportunities, and encouraging participation in workshops, courses, and certifications. • Participate in performance development planning and probation reviews, contributing to goal setting and career progression for team members.
Laboratory Operations	• Oversee the development and maintenance of laboratory documentation and asset registers, ensuring accurate, up-to-date records that support efficient resource allocation, operational planning, training logs and optimal use of Faculty facilities and equipment.. • Lead the day-to-day operations across teaching and research facilities, ensuring appropriate technical support for teaching and research activities, while managing technical team workloads in alignment with academic timetables and operational needs. • Lead the management of laboratory resources, including budgeting, procurement, and capital equipment investment planning, to ensure cost-effective operations and alignment with the Faculty's strategic priorities. • Contribute to strategic planning and implementation of new initiatives, providing input on laboratory needs, usage trends, and future resource requirements. • Act as the main operational contact for academic staff and internal stakeholders to coordinate inductions, access, equipment training and usage, and infrastructure for scheduled activities. Escalating complex issues as required. • Oversee the planning and delivery of ad-hoc events, such as but not limited to student events and open days, ensuring resources, staff, and logistics are managed effectively to achieve safe, high-quality outcomes. • Monitor service delivery and respond in real time to minimise disruptions, maintaining records for audits and improvements.
Laboratory Compliance & Risk	• Ensure all laboratory operations comply with relevant legislation, including WHS regulations, chemical safety standards, university policies, and applicable Australian Standards (e.g. AS/NZS 2243), PC2 and OGTR requirements, and the Australian Code for the Care and Use of Animals in Research. • Oversee the maintenance, review, and audit-readiness of laboratory documentation, including SOPs, risk assessments, asset registers, and compliance records. • Lead internal audits and inspections, implementing corrective actions and continuous improvement measures in collaboration with the Manager, Technical Services and Facilities. • Provide sound guidance to staff on regulatory requirements and ensure consistent application of compliance protocols across all laboratory areas.

	• Liaise with external regulatory bodies to meet reporting and accreditation obligations.Monitor changes in legislation and policy, and coordinate the integration of updates into laboratory procedures, training, and operational practices.
Stakeholder Engagement	• Actively contribute to faculty committees and represent the laboratory team in meetings, planning sessions, and engagement events related to policy, implementation, and operations. • Build and maintain strong working relationships with internal and external stakeholders to support teaching delivery and review. Collaborate across the Faculty and with departments such as Facilities Management, ITS, Procurement, and WHS to ensure coordinated solutions for training, equipment, contracts, maintenance, and workplace health and safety. • Maintain a responsive, flexible and cooperative attitude to the needs of staff and students, and effectively coordinate diverse resources, facilities and activities and coordinate reviews if and as required. • Support collaborative problem-solving and consensus-building across disciplines to ensure smooth delivery of technical services. • Actively engage with relevant national networks, professional bodies, partners, institutes, hospitals, industries, government and the community, and build collaborative relationships with technical staff across universities and institutions.
Marketing	• Coordinate and actively participate in Faculty marketing and engagement initiatives, including Open Day, school visits, student information sessions, and outreach events, to support teaching and student recruitment efforts. • Ensure laboratory spaces and equipment are presented professionally and safely during public-facing events. • Contribute to the development of promotional materials or displays that communicate the value and impact of laboratory-based learning. • Support the integration of marketing activities into broader faculty strategies, ensuring alignment with student recruitment and engagement goals. • Provide feedback and post-event reporting to inform future planning and continuous improvement of marketing efforts.
Quality Assurance and Continuous Improvement	• Demonstrate an understanding of, and contributes to, quality assurance and continuous improvement activities relevant to the role. • Perform duties in alignment with the Bond University Strategic Plan, University policies, and established quality assurance and review processes.
Cultural Safety, Inclusion and Respect	• Demonstrate respect for diversity and contributes to a culturally safe, inclusive and discrimincation free workplace. • Engage respectfully with staff, students and stakeholders from diverse cultural, linguistic, and social backgrounds, including Aborginal and Torres Strait Islander peoples. • Comply with University policies and applicable anti discrimination and workplace behaviour legislation • Partipate in relevant training or development activities that support cultural safety and inclusive practice.
Work Health and Safety Responsibilities	• Take reasonable care for own health and safety and that of others, in accordance with the Work Health and Safety Act 2011 (Qld). • Comply with University WHS policies, procedures and instructions, including those relating to psychosocial health and safety.

	• Promptly report hazards, incidents and risks to their manager or through established reporting mechanisms. • Where the role has supervisory or managerial responsibilities, ensure risks are assessed, appropriate controls are implemented, and workers are consulted in accordance with WHS legislation • Complete mandatory and assigned WHS training • Comply with return-to-work program requirements following injury/illness

Note – the successful applicant will be required to produce a certified copy of their highest qualification received prior to commencement of duty.

It is not the intent of this position description to limit the scope of this position in any way but to give an overview of this position at Bond University. You may at times be required to work at other tasks and areas as directed by the Management.