


Position Description

Position Description Overview	
Position Title	Bioresources Manager
Position ID Code	OPS003
Work Area, Division	Bioresources, Operations
Reports To	Chief Operations Officer
Direct Reports	Bioresources Supervisor Bioresources Technicians
Award	No Award Applicable

Proudly Perkins	
Our Vision	A pioneering Western Australian medical research institute improving health outcomes globally.
Our Purpose	Helping people live healthier, longer lives.
Our Values	
Respect	Respect is at the core of our organisation. We treat everyone in our diverse community with honesty, integrity and respect.
Innovation	We are a talented group of like-minded individuals at the forefront of modern medical research, using our creativity and the latest technology in our relentless quest for medical breakthroughs.
Passion	We bring a passion and commitment to every aspect of our work.
Collaboration	We recognise the power of working closely with each other and our collaborators to achieve the outstanding results for which we strive.

Diversity and Inclusion Statement
At the Perkins, we value, embrace, and celebrate the strength of our diverse experiences, thoughts, and beliefs. We are committed to a safe, equitable and inclusive culture where every person can innovate and thrive. This enables us to deliver pioneering research that improves global health outcomes.

Position Purpose
The Bioresources Manager is responsible for the efficient and ethical operations of the Perkins' Bioresources facilities (North and South), the performance of the Bioresources team, and ensuring a quality, safe and compliant standard of service delivery that meets researcher requirements across sites.
This position collaborates with researchers, veterinarians, the Animal Ethics Committee (AEC) and other stakeholders to ensure the successful and compliant implementation of animal breeding programs and the ethical conduct of animal experiments.

Position Title	Version	Date Approved	Responsible Manager	Responsible Executive	Approved
Bioresources Manager	1	09/09/2024	Chief Operations Manager	Chief Operations Officer	Chief People Officer 

Position Outcomes and Key Goals

1. Develop and successfully implement the annual operational plan for Bioresources.
2. Develop and deliver the annual budget for Bioresources and ensure all financial activities occur within approved parameters.
3. Ensure all activities of Bioresources are safety-focussed and compliant with relevant legislation, Codes, and regulations; in particular, the Australian Code for the Care and Use of Animals for Scientific Purposes and the requirements set out by the Office of the Gene Technology Regulator.
4. Develop and communicate a well-articulated service delivery model that meets the needs of researchers who use Perkins facilities.

Key Duties/Accountabilities

1. Provide leadership to the Bioresources team to implement the Bioresources budget and operational plan.
2. Develop and implement ethical breeding programs to achieve specific research objectives within the Specific Pathogen Free facility. This includes oversight and management of breeding records, genetics, and pedigrees to maintain the integrity of experimental populations.
3. Consider and implement commercial opportunities for ethical breeding programs, identifying market gaps and negotiating contracts for revenue.
4. Collaborate with researchers to understand their experimental requirements, provide necessary support, and ensure that experimental protocols involving animals are followed accurately and ethically in line with AEC approvals.
5. Closely collaborate with experts in animal welfare to ensure that the highest standards of animal welfare are applied across facilities.
6. Implement actions to meet the Perkins' commitments to the Openness Agreement on Animal Research and Teaching in Australia.
7. Oversee training, processes and standard operating procedures to ensure all Bioresource service users are trained to safely and ethically work in Bioresources.
8. Manage the human resource requirements of the team. This includes selecting, recruiting and training new staff, identifying and acting on professional development needs of team members, providing regular feedback, conducting Staff Reviews, resolving conflict, building leadership capability, and implementing performance processes where required.
9. Oversee the infrastructure for Bioresources, ensuring it is safe, compliant, efficient, and maintained/upgraded as required by appropriately skilled personnel. This includes oversight of asset management and procurement.
10. Oversee policies, risk assessments and registers, standard operating procedures and safe work instructions related to Bioresources, ensuring these are regular reviewed for currency and compliance.
11. Identify and lead continuous improvement activities to enhance the operational effectiveness and service delivery of Bioresources, leveraging technology and referring to best practice to reduce costs and improve sustainability and environmental outcomes.
12. Participate in committees relevant to Bioresources facilities and research.
13. Complete other duties as requested by manager.

Selection Criteria – Qualifications, Licences, Skills, Knowledge, Experience

1. Tertiary qualification or postgraduate degree in a related discipline (animal science, veterinary science, biology) or certification in veterinary nursing, animal husbandry or similar with comparable experience.
2. Strong management, collaborative leadership, and teamwork skills with previous experience in managing or supervising others.
3. Strong interpersonal and communication (written and verbal) skills and the ability to utilise these to engage and build positive relationships with diverse stakeholders.
4. A strong understanding and knowledge of animal research and welfare regulations, Codes and ethical standards.
5. Previous experience working in a laboratory or research setting with animals.
6. Previous operational experience working in a highly regulated and compliance driven area, preferably with knowledge of OGTR regulations, biosecurity, and physical containment level 2 regulations.
7. Highly developed organisational/planning skills and the ability to self-manage priorities and meet deadlines.
8. Excellent problem-solving skills and a flexible approach to duties with the ability to work under pressure.
9. Experience in developing and communicating policies and other documentation with strong attention to detail.
10. The ability to successfully manage budgets and commercial contracts.
11. Experience using Microsoft applications and vivarium management systems and strong administrative skills.
12. Demonstrated experience in animal research procedures (desirable).
13. Experience in breeding colony management; maintaining genetic integrity and quality (desirable).

Special Requirements

1. This position holds a radiation licence for the Perkins.
2. This position acts as the Deputy Chair of the Combined Institutional Biosafety Committee (C-IBC).
3. After hours work may be required in this position.

Key Working Relationships

1. Veterinary and Animal Welfare Manager.
2. Animal Ethics Committee.
3. Researchers.
4. Facilities Management Team.
5. External stakeholders and agencies, including building tenants, regulators and government departments.

Work Health and Safety

1. Take reasonable care for the health and safety of self and others. This includes taking appropriate actions to avoid, eliminate or minimise hazards.
2. Act honestly and report all incidents, hazards, and injuries immediately.
3. Comply with any reasonable instruction given, or policy or procedure administered, by Perkins that supports Perkins to provide a safe work environment.
4. Use equipment and materials as trained and required, and according to the manufacturer's instructions.
5. Actively promote a positive safety and health culture, demonstrating attention to physical, mental, emotional, cultural and psychological safety.

Professional Development

1. Accept responsibility for updating knowledge and skills related to professional practice.
2. Actively participate in performance feedback, reflecting on own performance and growth opportunities.
3. Contribute to the creation of development and performance goals.