

Position Description



HARRY PERKINS INSTITUTE
OF MEDICAL RESEARCH

Position Description Overview	
Position Title	Research Operations Manager
Position ID Code	OPS008
Work Area, Division	Laboratory Operations, Operations
Reports To	Chief Operations Officer
Direct Reports	Laboratory Services Manager Research Media Manager FACS Manager
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
This role enables high-quality research activities by delivering exceptional research operations services across Media production, Flow Cytometry analysis of biological samples, research equipment, and general laboratory support services. This position also oversees important research governance responsibilities, including Office of the Gene Technology Regulator (OGTR) requirements, and provides advice and leadership to various Committees.

Position Outcomes and Key Goals
- Lead the development and implementation of the annual operational plan and budget for Research Operations, ensuring alignment with organisational goals and stakeholder needs. - Ensure all activities of Research Operations are service and safety-focused, and compliant with relevant legislation, Codes, and regulations; in particular, the requirements set out by the OGTR.

Position Title	Version	Date Approved	Responsible Manager	Responsible Executive	Approved
Research Operations Manager	0	12/11/2025	Chief Operations Manager	Chief Operations Manager	Chief People Officer

Key Duties/Accountabilities

1. Provide leadership to the Research Operations team to implement the Research Operations operational plan and budget and meet related performance measures.
2. Collaborate with Group Leaders to ensure that services provided by Research Operations enable high-quality research and implement improvement opportunities in consultation with researchers.
3. Oversee and manage the OGTR certification for PC2 laboratories at the Perkins. This includes:
 - Ensuring all workers and visitors entering PC2 laboratories are appropriately inducted.
 - Ensuring regular (at least annual) audits are conducted of PC2 laboratories and that any compliance issues are remedied as soon as possible.
 - Providing advice on laboratory design and refurbishment.
 - Preparing an annual report for the OGTR.
4. Lead the development, management and regular review of policies, procedures, standard operating procedures, systems of work, and risk assessments and registers relating to Research Operations to ensure good governance, operational effectiveness, compliance and risk management, and consistency of practice throughout Perkins facilities.
5. Develop and implement a service model for all services provided by Research Operations, including Service Level Agreements and charge rates.
6. Collaborate with the Equipment Committee to develop the laboratory equipment strategy for the Institute, consult with the Committee in relation to the purchase, management and disposal of equipment in line with the agreed strategy, and ensure is a clear process for equipment installations.
7. Develop and maintain the Perkins Equipment Asset Register for laboratory equipment, ensuring ongoing service and maintenance contracts are place, issues are escalated to the Equipment Committee for review.
8. Responsible for the Perkins Import Permit, ensuring that the importation and management of imported materials are compliant with legislative requirements.
9. Oversee production of research media to enable high-quality research.
10. Collaborate with Work Health & Safety Manager to manage and enhance laboratory safety.
11. Support and provide guidance to Senior Manager, Governance in optimal utilisation of laboratory space.
12. 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 through coaching, and implementing performance processes where required.
13. Contribute to organisational governance and controls. In addition to the Equipment Committee, this includes participating on the Perkins-Royal Perth Hospital Combined Institutional Biosafety Committee (C-IBC), Health and Safety Committee, and Radiation Committee.
14. Complete other duties as requested by manager.

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

1. Relevant tertiary qualification in a relevant discipline or an equivalent level of knowledge gained through a combination of other education, training and/or experience.
2. Detailed knowledge of OGTR requirements, the Gene Technology Act 2000 and associated regulations.
3. Knowledge of the Principles of Good Laboratory Practice (GLP), AS/NZS 2243.3:2022 (Microbiological Safety and Containment), and the Work Health and Safety Act 2020, regulations and relevant Codes.
4. Previous experience in a medical research environment with experience managing or working in PC2 certified laboratories, managing biohazards effectively.
5. Strong people focus and experience leading and coaching multi-disciplinary teams to achieve goals using a collaborative and continuous improvement approach.
6. Demonstrated experience successfully managing projects to deadline and budget with the ability to plan, engage stakeholders, organise and prioritise tasks, and manage resources efficiently with clear direction.
7. Strong interpersonal, influencing, and communication (written and verbal) skills and the ability to utilise these to engage and build strong relationships with diverse stakeholders.
8. Strong skills and experience in policy development, implementation, documentation controls, and gap analysis, including the ability to interpret and apply different legislative and compliance requirements.
9. Well-developed analytical, negotiation, and problem-solving skills, with the ability to adapt flexibly using a solution-focused approach in a complex and changing environment.
10. Proficiency in Office 365 and the ability to use technology to improve workflows and productivity, manage data, and develop reports.
11. Possess a current Western Australian 'C' Class Driver's Licence.
12. Satisfactory National Police Certificate.

Special Requirements

1. Occasional after-hours work will be required in this position.
2. A good level of physical fitness is required in this role as it involves regular movement, handling of equipment, and the ability to perform physical tasks in a laboratory and facility setting.

Key Working Relationships

1. Research Operations Team.
2. Perkins researchers, students, and tenants using Perkins laboratories.
3. Tenants using their non-Perkins laboratories within Perkins buildings.
4. Facilities Management Team.
5. Work Health & Safety Manager.
6. Committee members; in particular, C-IBC and Equipment Committee.
7. External stakeholders, vendors and contractors.

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 the Perkins that supports the 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.