

Position Description Overview	
Position Title	Media Production Manager
Position ID Code	LAB004
Work Area, Division	Laboratory Operations, Operations
Reports To	Research Operations Manager
Direct Reports	Laboratory Assistant
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 Media Production Manager is responsible for the management of media production and associated technical support within the Perkins Media Production Facility. The role ensures media production activities are conducted in accordance with approved Standard Operating Procedures (SOPs), Principles of Good Laboratory Practice (GLP) and relevant safety and regulatory requirements, enabling the effective delivery of research activities.

Position Outcomes and Key Goals
<ol style="list-style-type: none"> 1. Enable quality research by ensuring the efficient production of high-quality media and biological solution, and proper quality control testing. 2. Ensure media production continuity by maintaining compliance with GLP and WHS standards. 3. Support researchers by providing technical expertise and laboratory resources. 4. Develop and implement systems to enhance laboratory efficiency, productivity, and service expansion.

Position Title	Version	Date Approved	Responsible Manager	Responsible Executive	Approved
Research Media Manager	3	23/02/2026	Research Operations Manager	Chief Operations Officer	A/Chief People Officer

Key Duties/Accountabilities

1. Manage and coordinate media production facility, ensuring technical activities and infrastructure meet research service requirements and identifying opportunities to improve workflow efficiency.
2. Provide leadership to the Laboratory Assistant, acting on their professional development needs, providing them with performance feedback, and ensuring they achieve their objectives and position outcomes.
3. Develop, maintain, and oversee Standard Operating Procedures (SOPs), media recipes, and experimental protocols for laboratory processes.
4. Train and supervise lab assistants in media preparation and quality control testing.
5. Manage procurement and supply of Foetal Bovine Serum for internal and external use, including testing, analysis, and vendor coordination.
6. Provide technical guidance and advice to researchers media production related laboratory matters.
7. Ensure operations of the media production laboratory are compliant with safety protocols, biohazard regulations, and quality assurance measures.
8. Plan and schedule media production laboratory activity through managing workload and resources.
9. Monitor consumable usage and provide input into procurement planning and budget forecasting for media production services.
10. Develop and implement quality assurance programs for media production and laboratory equipment.
11. Monitor and evaluate laboratory performance, identifying and implementing opportunities for improvement.
12. Manage stocktakes, inventory control, and procurement for media production laboratory.
13. Complete other duties as requested by supervisor.

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

1. Tertiary qualification in a relevant discipline or equivalent knowledge gained through a combination of education, training and/or experience.
2. Strong attention to detail with a high level of accuracy in laboratory work and a comprehensive understanding of GLP.
3. Ability to work independently under broad direction as well as part of a team.
4. Experience in troubleshooting issues, experimental failures, and equipment malfunctions, with the ability to maintain reproducible work.
5. High-level written and verbal communication skills for engaging with researchers and external stakeholders.
6. Excellent planning and organisational skills, with the ability to manage multiple tasks and deadlines.
7. Extensive knowledge of laboratory safety procedures, WHS regulations, and risk management.
8. Strong problem-solving skills with an ability to implement innovative solutions.
9. Proven ability to manage budgets, procure laboratory supplies, and oversee resource allocation.
10. Familiarity with Workplace Health and Safety procedures related to pathogen work at Biosafety Level 2.
11. Satisfactory National Police Certificate.

Special Requirements

1. Physical ability to handle and move small objects, stand for extended periods, and lift laboratory materials.
2. Occasional after-hours work may be required in this position.

Key Working Relationships

1. Research Operations Team
2. Laboratory Technicians and Researchers.
3. External vendors and suppliers.
4. Perkins Tenants.

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.