

## Position Description

6.11.2017

### MISSION

The mission of the National Serology Reference Laboratory, Australia (NRL) is to promote the quality of tests and testing for infectious diseases globally.

### BACKGROUND

NRL was established as a not-for-profit scientific organisation as part of the Australian Government's HIV and AIDS strategy in 1985. Contracted by the Department of Health, NRL collaboratively supports scientific partners worldwide in the promotion of accurate diagnosis and management of human communicable diseases, including HIV and HCV. It does this by providing specialised services, including pre-market evaluations and post-market monitoring of test kits, provision of quality assurance programs to laboratories, specialised testing services, and consultation, education and training for laboratories nationally and internationally.

NRL is NATA-accredited as a medical testing laboratory and as a proficiency testing provider. It is also a designated World Health Organisation (WHO) Collaborating Centre for Diagnostics and Global Laboratory Support. NRL is licensed by the Therapeutic Goods Administration (TGA) and compliant with the Australian Code of Good Manufacturing Practice for Human Blood and Tissues.

NRL's predominantly scientific workforce is currently 32 FTE, with an operating budget in excess of \$10M.

NRL has operated as a division of St Vincent's Institute (SVI) since 1997. The mission of SVI is to carry out high-quality biomedical research in order to make discoveries that will improve the health of the community by prevention or better treatment of common diseases that cause premature death or reduced quality of life.

Located on St Vincent's Hospital campus, NRL has unique research opportunities to collaborate with clinicians, researchers and academics as well as work together on joint campus initiatives such as the HMS Trust Living BioBank.

<b>Job Title</b>	<b>Director, NRL</b>
<b>Unit</b>	NRL Division of SVI
<b>Reports to</b>	Director, SVI
<b>Current Direct Reports</b>	3.8 FTE (Business Manager, Quality Manager, Administration Manager, EA)
<b>Salary</b>	Attractive salary package, including \$15,900 FBT exempt packaging
<b>FTE</b>	Full time, 38 hours per week
<b>Superannuation</b>	9.5% Employer Contribution
<b>Initial Appointment</b>	3 years

### PRIMARY PURPOSE

This position exists to drive NRL's scientific, financial and quality assurance performance success.

The Director is responsible for the successful leadership, direction and management of the organisation in accordance with the strategic objectives, determined in consultation with the SVI Director and SVI Board. He/she will ensure a commercially robust, smooth functioning, cost-effective operation that delivers the highest standard of products, processes and training for the detection of infectious diseases.

The incumbent will be highly influential in negotiations with scientific partners and governments to ensure that NRL maintains its position as a global leader in the quality of testing in infectious diseases.

## KEY RESPONSIBILITIES

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### 1. Organisational Leadership & Strategy

- In consultation with SVI Director and SVI Board, determine short and long-term scientific and commercial strategic goals for maximum kudos, profit and growth;
- Provide regular detailed presentations and reports to the SVI Board on activities advancing those strategic goals and NRL's performance;
- Adopt a business approach to the expansion of existing, and the identification of new, commercial opportunities in order to diversify and strengthen NRL's financial independence;
- Build and sustain effective engagement with key partners from scientific and industry sectors, local and international governments.
- Monitor operations and service delivery for strategic alignment and cost-effective improvements in all areas of the business.
- Ensure that the objectives, policies, systems and processes that drive the strategy are well integrated across the organisation;
- Identify and manage operational risks;
- Complement the medical research activities of SVI and affiliated entities on the St Vincent's Hospital campus to promote research activity and public health outcomes;
- Maintain a high-level awareness of developments in the field nationally and internationally that may impact on the business and monitor strategy accordingly.

#### *Measures of performance:*

- *Clear and convincing leadership style, inspiring and motivating others*
- *Decision making is transparent and collaborative*
- *Short-term strategic objectives are achieved and advance the long-term goals*
- *Growth in commercial contracts and opportunities*
- *Robust income streams*

### 2. Operational Management

Ensure that NRL's people, finances, infrastructure, equipment, technologies and quality systems are optimised for the achievement of its business goals.

- Provide oversight of the day-to-day operations of the organisation;
- Delegate appropriately and supervise the work of senior staff, providing guidance, feedback and motivation to drive maximum performance;
- Lead a consultative organisational culture with timely information flow across the organisation;
- Analyse problematic situations and provide solutions to ensure minimal disruption and continued productivity;
- Ensure compliance with standards organisation-wide to maintain a highly functioning and efficient GMP licensed environment
- Ensure products and services are at all times compliant with contract, quality standards and government requirements;
- Ensure that NRL operates at the highest scientific standard within a quality assurance framework, ensuring organisation-wide adherence to NRL's quality management system;
- Prepare detailed funding applications to government, NGOs, and other relevant organisations;
- Negotiate, maintain and monitor contracts and agreements with government, donor screening services and commercial partners;
- Review and renew commercial contracts;
- Host and provide operational support to the *Helen McPherson-Smith Trust* Biobank research facility;
- Ensure a financially viable entity, adopting robust financial control systems;
- Ensure the preparation, monitoring and achievement of annual budgets in consultation with SVI Board and Head of Finance;

- Maintain staff numbers, salaries, new hire and salary advancement activities at affordable but competitive levels;
- Make necessary preparations for the annual financial audit process;

*Measures of performance:*

- *Organisational goals are understood at all levels*
- *Evidence of well-functioning, high-performing managers and teams*
- *Evidence of an organisational culture of accountability and achievement*
- *Continual and specific improvements in the quality of NRL's services*
- *Excellence in testing and quality services*
- *Service agreements and consumer expectations are met, or exceeded*
- *Sound budget management is in evidence*

### **3. External Consultancy and Liaison**

- Develop a deep understanding of the global scientific, commercial, political and geographic environments in which the business operates and tailor representations in accordance with stakeholder needs and practical constraints;
- Raise the profile of NRL through representation at national and international meetings, forums and committees;
- Provide external consultancy on behalf of World Health Organisation (WHO), ministries of health, or other strategic national and international development partners and agencies;
- Lead and fulfil the requirements of the WHO Collaborating Centre;
- Oversee national and international NRL educational workshops and training forums to promote an enhanced knowledge and understanding of the detection, diagnosis and management of infectious diseases.

*Measures of performance:*

- *Credible sustained relationships with government and other key stakeholders are in place*
- *Evidence that the expertise of NRL in the field of infectious disease testing is prominent and well regarded within national, international and government spheres*
- *Stakeholder presentations demonstrate superior subject knowledge, diplomacy, highly effective communication and audience engagement*
- *Negotiations with international companies, government agencies, and global organisations add specific value to NRL's business.*

### **4. Occupational Health and Safety**

- Take reasonable care to ensure own safety and that of others;
- Manage risk and ensure safety regulations are followed
- Maintain accreditation to Australian Safety standard AS4801.

*Measures of performance:*

- *A comprehensive understanding of obligations under the Occupational Health & Safety Act (Vic)*
  - *High level of personal safety at work in evidence*
  - *Effective monitoring of staff safety practices and policy compliance*
  - *Adherence to workplace health & safety guidelines, and the NRL Safety Policy and Safety Manual.*
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**SELECTION CRITERIA**

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**Qualifications, skills and experience**

- Minimum 3 years in a senior leadership role in a large unit or small organisation within the scientific sector, ideally in a pathology setting
- Graduate qualifications in biomedical science or medicine
- Graduate qualifications in business management
- Strong commercial acumen with experience and success in applying core business principles to deliver high-quality, cost-effective products and/or services, with a focus on continuous improvement and strategic alignment.

**Essential Attributes**

- A leadership style that inspires and motivates
- A perceptive and analytical approach to problem solving and innovation
- Demonstrated commitment to Quality Management in an ISO-accredited and cGMP-licenced laboratory environment
- Ability to present information in a clear and confident way in order to:
  - successfully negotiate and advocate at the highest level with national and international governments, commercial companies and NGOs for organisational benefit, and
  - foster effective, collaborative, and productive internal workplace relationships

Note: The NRL Director will be required to undertake periodic international travel, including to developing countries.

I understand and agree to undertake the requirements of the role, as described above:

Incumbent Name.....Signature..... Date.....