



TITLE:	BUSINESS OPERATIONS MANAGER, SCIENTIFIC SERVICES
CLASSIFICATION:	Grade 6
STATUS	Ongoing
REPORTS TO	Prof. Olaf H. Drummer
REVIEW DATE	September 2009

CONTEXT

The Victorian Institute of Forensic Medicine (VIFM) is a body corporate with perpetual succession that was established by the Coroner's Act 1985 and is contained as an administrative unit within the Justice portfolio. The Director of the Institute is the head of this administrative unit and holds the Chair of the Forensic Medicine at Monash University; The Institute also operates as the Department of Forensic Medicine at Monash University.

VIFM is based at the Coronial Services Centre; a purpose built facility that also houses the State Coroner's Office. The work of the Institute can be described as a cycle of three parts:

- Providing forensic medical & scientific services and tissue banking
- Learning from this work
- Researching and teaching

Forensic Scientific Services is a service within the Victorian Institute of Forensic Medicine that includes forensic toxicology, molecular biology and histopathology laboratories. The number of staff within this service is currently almost forty persons and growing. The service head is also responsible for teaching and research within the organisation. The Department of Forensic Medicine at Monash University is co-located at the Institute. The department exists within the school of public health and preventive medicine. A number of post-graduate activities are organised by the department. These include supervision of a number of PhD students and research activities engaged in range of topics relating to public health and prevention.

Forensic toxicology provides a comprehensive drug testing service in medico-legal death investigations and in a range of other applications including investigation of drug facilitated sexual assault and drugs in drivers. This service is expanding to accommodate additional testing for Victoria Police for drugs in injured drivers and as a result of rationalisation of pharmacology services from Forensic Services Department of Victoria Police.

Molecular biology provides a DNA testing service for the identification of human remains, paternity testing and long QT syndrome. This service is developing strongly to employ new technology for more rapid analysis of DNA from human remains for both nuclear and mitochondrial DNA.

Histopathology produces tissue sections for microscopy following autopsies of deceased persons reported to the Coroner. Stains include routine H&E and a range of special stains, frozen sections and immunohistochemistry.

The service is accredited under medical testing for anatomical pathology and under forensic science for the forensic toxicology and DNA testing laboratories.

A key strategy for the service is to be regarded as a leading provider of forensic scientific services nationally and internationally. The successful person will be contributing to the development of the service to achieve international best practice in the provision of these forensic services together with research and development.

The service is also responsible for the teaching and research outputs. The successful candidate will be required to assist the service head to manage these activities and develop strategic plans to increase our teaching and research outputs.

The position is expected to liaise closely with the Chief Operations Officer and her staff, as well as with key external stakeholders and internal VIFM services including the heads of the medical services, the head of the Department of Forensic Medicine and the ethics committee.

DUTIES

1. Provide high level support to the Head (Forensic Scientific Services) to ensure compliance to government regulations.
2. Provide high level support to Forensic Scientific Services in the development of strategic directions, key performance indicators and optimal budgetary outcomes. Optimise the laboratories performance and business outcomes.
3. Manage the development and implementation of scientific and technical developments, operational policies and procedures and quality standards in Scientific Services in line with good laboratory practices and accreditation standards.
4. Participate in managing research projects, publication of research papers and maintaining the research register.
5. Ensure the on-going professional development of all staff within Forensic Scientific Services is in accordance with current priorities and strategic directions of the service.
6. Ensure the profitable growth and development of the service by identifying and planning opportunities for growth.
7. To be responsible for the day-to-day management of the operations and administrative issues.

KEY SELECTION CRITERIA

1. A higher degree (Masters or PhD) in one or more scientific disciplines, or business administration with an undergraduate degree in a branch of science.
2. Demonstrated experience in a laboratory and conversant with the principles of Good Laboratory Practice and/or forensic science accreditation requirements.
3. Demonstrated research experience with a proven track record in medical or forensic sciences, or related fields.
4. Demonstrated ability to manage projects and deliver on agreed outcomes.
5. Knowledge of financial management processes, systems and procedures.
6. Demonstrated ability to work cooperatively with other professionals and to have demonstrated organisational and managerial skills.

OTHER RELEVANT INFORMATION

1. Your application should address the Key Selection Criteria and include a resume.
2. The Victorian Institute of Forensic Medicine is an Equal Opportunity Employer and actively encourages diversity in the workplace.



3. Safety is everyone's responsibility at VIFM.
4. You will need to disclose any pre-existing illness or injury that you know about which could be reasonably foreseen to be affected by the described work duties. Pursuant to s82 (7) of the Accident Compensation Act, failure to disclose such a condition will mean that if employed, you will not be paid compensation for that condition.
5. An offer of employment will be made to the successful applicant subject to an acceptable Criminal Record Check by Victoria Police.
6. The successful applicant must comply with the VPS Code of Conduct and will be employed pursuant to the Victorian Public Service Agreement 2006 (Federal certified agreement).
7. The successful applicant will be required to sign a confidentiality agreement.
8. The position is located at the Coronial Services Centre, 57-83 Kavanagh Street, Southbank.
9. The Victorian Institute of Forensic Medicine operates as a smoke free environment.
10. As the Victorian Institute of Forensic Medicine (VIFM) evolves to meet changing needs, so will the roles required of its staff. Accordingly, staff and applicants should be aware that this document might not necessarily represent the full role that the occupant will perform in the long term. This document is intended to provide an overview of the incumbent's role as at the date of advertisement. In addition to this document, the specifics of the incumbent's role will be described in the local work area and project plans, and in performance plans developed in conjunction with the relevant supervisor as part of VIFM's performance progression and development system.
11. The Victorian Institute of Forensic Medicine requires declarations and personal information relevant to your employment. The collection and handling of this information will be consistent with the requirements of the Information Privacy Act 2000.

MANAGER AUTHORISATION

Manager's Name: _____

Signature & Date: _____

EMPLOYEE ACCEPTANCE

Employee's Name: _____

Signature & Date: _____