



Position Description

Position Title:	Cord Blood Bank Processing Scientist
Salary Range:	MCRI Research Salaries – Research Assistant - Level A Step 1-3
Reporting Manager:	Cord Blood Bank Production Manager
Direct Reports:	0
Home Group:	Blood Development

Who are we?

The Murdoch Children's Research Institute (MCRI) is home to significant scientific discoveries. We believe there is an answer, a cure or a better treatment for every childhood condition — and we're determined to find it.

We are a diverse team of world-leading researchers, doctors, engineers, and hardworking professionals in operational and scientific services from all corners of the world with one shared goal — to transform child health worldwide.

Our strength lies in our partnership and co-location with The Royal Children's Hospital and the University of Melbourne — the Melbourne Children's Campus. This partnership model amplifies opportunities to quickly translate research into clinical care.

MCRI includes a wholly owned subsidiary, the Victorian Clinical Genetics Services (VCGS), a private not-for profit organisation. VCGS is a specialist childhood, prenatal and adult genetics service. VCGS provides an integrated genetic consultation, counselling, testing and diagnostic support service to children, adults, families and prospective parents.

Together, we share a powerful vision:

Our purpose:

We want all children to have the opportunity to live a healthy and fulfilled life.

Our 2025-2030 Strategy:

Towards Precision Child Health

We exist for a **purpose**, to give all children an opportunity to live a healthy and fulfilled life.

We **value** individuals with the determination to solve complex problems, who thrive on collaboration, and who embody honesty, respect, and accountability.

Our **goals** centre around an inclusive environment in which our people can undertake bold research that can be scaled for impact through strategic partnerships.

We **operate** in a collaborative environment, tackling problems in teams, across disciplines and across boundaries.

Our research generates evidence underpinning changes that **impact** the lives of children in our hospitals, in our communities, and across the globe.

What is it like to work for us?

We are dedicated to ensuring a positive working environment that values all backgrounds and experiences. We cultivate an inclusive culture that is underpinned by equal opportunity for all and a culture based on respect, consideration, and dignity. We invest in developing our People and fostering an environment where learning and development is central to our staff reaching their full potential.

The Institute is also committed to the safety of children and young people and takes a zero-tolerance approach to all forms of child abuse, exploitation, and harm. The Institute prioritises child safety in our decision-making at all levels of the Institute and supports our employees to understand and enact their safeguarding responsibilities.

Position Overview

The Cord Blood Bank (CBB) Processing Scientists are responsible for the execution of all required cord blood processing activities, in accordance with the code of Good Manufacturing Practice (cGMP), Therapeutic Goods Administration (TGA) and the Cord Blood NetCord-Foundation for the Accreditation of Cellular Therapy (NetCord-FACT) standards to supply a product of the highest quality possible.

The Production team currently comprises the Production Manager, a Senior Processing Scientist and a Processing Scientist. We are a multi-functional team who work collaboratively with the other departments within the Cord Blood Bank. The Production team works together to ensure daily targets are met and that our products are manufactured to the highest quality standard. Although the main focus of our team is to manufacture haematopoietic stem cells for clinical use, we also ensure critical material, equipment, logistics and the laboratory are managed appropriately.

Key Accountabilities

- Communicate with the Collection Centres regarding shipping, transport and delivery of Cord Blood Units (CBUs), blood samples and associated documentation
- Check and administer incoming CBUs and Maternal Blood (MB) samples received from the Cord Blood (CB) Collection Centres
- Assist with HPC, CB processing and cryostorage, as required
- Perform in-house testing of CB and MB including flow cytometry and full blood counts
- MB processing and preparation of samples for testing and storage
- Send CB and MB samples to the relevant testing laboratories
- Assist with confirmatory and reference testing on CB Units selected for transplantation
- File consent forms, donor declarations, medical/family histories, cord blood unit information and test results
- Communicate with testing laboratories, initiate enquires and follow up incomplete results
- Perform regular Quality Control procedures and maintenance on haematology and flow cytometry analysers
- Perform regular Quality Control procedures including participation in RCPA Quality Assurance Programs, as required
- Receipt critical materials, determine if they meet acceptance and store or quarantine as per procedures
- Keep track of stock levels of critical materials required for collection and processing. Order materials via the MCRI purchasing platform
- Maintain records for all CB processing details, storage locations, test results and donor information
- Communicate with approved research groups to distribute non-bankable CBUs and ensure accurate records are kept
- Assist with the allocation of Red Cells and whole CBUs to commercial partners
- Communicate with various courier companies regarding shipping, transport and delivery of CBUs, blood samples and associated documentation
- General administrative duties and housekeeping including cleaning and maintenance of the laboratory and equipment
- Adhere and contribute to the CBB's quality system
- Participate in monitoring laboratory operations and activities to ensure they are consistent with the internal Standard Operating Procedures (SOPs)
- Contribute as required to the development and review of operational procedures in accordance with current TGA cGMP, NetCord-FACT standards, OH&S and other regulatory requirements
- Identify non-conformances and ensure non-conformances are raised and assist with investigations where required.
- Help the CBB to prepare for external audits and regulatory reporting requirements
- Conduct ethical research at the highest level of integrity and in line with the Australian Code for Responsible Conduct of Research and MCRI policies
- Assist and contribute to data generation for research and publications
- Work to improve skill base in research productivity and methodology
- Assist in high calibre, competitive research
- Follow standard operating procedures, study protocols and study guidelines
- Continuous maintenance of neat and orderly records, lab books and data storage
- Understand and follow field work guidelines GCP / ICH
- Foster relationships with key internal and external stakeholders
- Is engaged in the campus culture including professional development activities and attending internal/external campus conferences and seminars
- Is aware of, and adheres to, MCRI policy on Intellectual Property/Material Transfer Agreements/Contracts/Clinical and Public Health Outcomes

Selection Criteria

Essential

- A tertiary qualification in a Life Science related discipline (BSc/BAppSci, Dip.Sci) or another appropriate field
- Appropriate level of expertise gained from a combination of experience, training or professional accreditation in laboratory practices
- Experience in the safe handling of biological products and aseptic techniques
- Demonstrate a working knowledge and understanding of the application of equipment and materials related to blood processing procedures
- A good understanding of the Code of Good Manufacturing Practice for Human Blood and Tissues, OH&S regulations and Quality Systems
- Meticulous record keeping and good attention to detail
- Demonstrated capacity to work independently and collaboratively in a team environment
- Demonstrated excellent verbal and written communication skills
- Demonstrated computer skills, including Microsoft Office suite
- An ability to undertake a full time role, working Monday to Friday

Desirable

- Experience working within an accredited, regulated environment such as TGA – licensed, FACT-accredited, NATA-accredited or another regulatory accredited environment
- Experience with flow cytometry
- Experience with progenitor cell assays
- Experience in blood and/or tissue banking, transplantation or related fields

Conditions of Employment

- Keeping children safe is our highest priority. We maintain rigorous safeguarding standards and employ comprehensive screening processes to ensure the safety of the children we work with. This includes mandatory screening processes for all successful candidates, including:
 - Valid Working with Children Check (or equivalent)
 - Satisfactory criminal record check
- The right to reside and work in Australia and you meeting any applicable visa conditions

Health, Safety & Wellbeing

- We are committed to providing and maintaining a working environment which protects the health, safety and wellbeing of our people, partners and the community
- Employees conducting duties on behalf of MCRI are expected to meet the environment, health and wellbeing requirements and responsibilities specifically required for the role
- We are committed to supporting children in their right to be safe and adhere to the responsibilities we have to ensure their protection and safety as per the Child Safety Policy
- The Institute is committed to the safety of children and young people and takes a zero-tolerance approach to all forms of child abuse, exploitation and harm. The Institute prioritises child safety in our decision-making at all levels of the Institute and supports our employees to understand and enact their safeguarding responsibilities
- We are committed to a diverse, inclusive workplace where all staff are supported to reach their full potential, regardless of gender, career status, age, disability, cultural background, religion or sexual orientation
- Specified positions may be subject to medical review to ensure that the inherent requirements of the role can be undertaken safely

As MCRI evolves to meet its changing strategic and operational needs and objectives, so will the roles required of its employees. As such, this document is not intended to represent the position which the occupant will perform in perpetuity. This position description is intended to provide an overall view of the incumbent's role as at the date of this statement.