

Position Description

Job Title	Laboratory Assistant
Location / Department	Cell Therapies Pty Ltd Level 9, 305 Grattan Street Melbourne VIC 3000
Reporting to	Direct: Facilities Lead
Main Purpose of Position	The Lab Assistant provides hands-on operational support to the day-to-day functioning of the GMP Facility, helping ensure it remains controlled, compliant, and suitable for clinical and commercial manufacturing. The role assists in maintaining facility infrastructure, equipment and supporting essential activities that uphold GMP standards and efficient operations. This role also assists in the logistics of patient products by supporting the receipt of incoming materials and the dispatch of final products, helping to ensure timely and efficient production processes.
Number of Direct Reports	Nil
Job Level	Level 1 Junior Technical
Key Relationships	<u>Internal:</u> Liases with: QA and QC Teams, Production and Validation Teams <u>External:</u> Liases with: Vendors, contractors, other Peter Mac departments and VCCC building services
Skills and Experience	Essential: <ul style="list-style-type: none"> • A qualification (Bachelor of Science or Graduate diploma) in a life sciences discipline or equivalent industry experience; • High level of accuracy, technical capability and attention to detail; • Demonstrated experience in accurate execution of standard procedures and recording of same, ideally in support of a highly complex research facility or production environment; • A diligent and quality-driven approach; • A clear and confident communicator; • Ability to multitask and work autonomously as well as in teams; and • Experience working in PC2 laboratory. Desirable: <ul style="list-style-type: none"> • Experience in an ISO or GMP regulated environment would be advantageous.

	<ul style="list-style-type: none"> • Experience in calibration of equipment would be advantageous • Experience/ability to work with multiple software and data management platforms.
Key Accountabilities	Demonstrated by / Key Performance Indicators
Maintenance and support of the CT Facility	<ul style="list-style-type: none"> • Maintenance, calibration and cleaning activities up to date, on time and accurately recorded. • Supporting supervising external contractors in graded environment within the facility • Perform the relevant cleaning procedures using disinfecting reagents as required • Performs internal preventative maintenance activities of manufacturing equipment • Conducting routine stock take and ordering of general laboratory consumables • Supporting administrative tasks such as filing, uploading documents to QMS, reviewing paperwork. • Supporting writing or closing NCRs, CCPs and CAPAs.
Environmental Monitoring System	<ul style="list-style-type: none"> • Environmental monitoring (microbial and particulate) across the facility using a variety of techniques, particulate reading and reporting of results • Monitor EMS system and escalate daily alarms accordingly • Perform weekly EMS review in accordance with the relevant procedure
Support of the Quality systems of CT	<ul style="list-style-type: none"> • Quality assurance/quality compliance testing and data entry • Adhering to standard operating procedures and Good Manufacturing Practice • Thorough and accurate record keeping and filing of records and reports • Accurate recording and documentation • Willingness to report/declare errors and non-conformances (own and others). • Timely close out of NCR's/CAPA's where tasks are assigned
Support for Logistics	<ul style="list-style-type: none"> • Support the receipt and storage of incoming patient products, ensuring accuracy and compliance with the relevant SOP's • Assist with the preparation and dispatch of final products to collection and treatment centres by coordinating with the Production team on scheduling, packaging, documentation, and regulatory requirements to ensure timely and efficient deliveries.
Effective and professional communication with clients	<ul style="list-style-type: none"> • High levels of internal and external client satisfaction; knows how to get things done and where to go to get things done that require Peter Mac/Honeywell support

and other staff of CT and Peter Mac	
Ongoing training and development in cell therapy	<ul style="list-style-type: none"> • Active learning and development plan
Works as part of a team	<ul style="list-style-type: none"> • Communicates and cooperates with co-workers to ensure work is completed within appropriate timeframes in a harmonious manner.
Health, Safety and Environment Obligations	<ul style="list-style-type: none"> • Take reasonable care for their own health, safety & wellbeing as well as others. • Comply with any reasonable CTPL instruction, including the use of safety equipment and PPE. • Ensure their personal fitness for work. • Notify and report to their supervisor / Line Manager as early as practical any hazard, hazardous process, incident or injury. • Participate in incident investigations and/or risk assessments when requested. • Provide a supportive environment for injured employees returning to work. • Support the OH&S coordinators initiatives and promote a safe and healthy workplace