The Biosafety Officer will manage all campus (NCBS/inStem/C-CAMP) facilities BSL2 and above

**Primary Responsibilities:**

**Manage the daily activities of the different biosafety facilities on campus (including BSL-3 and BSL-2 facilities)**

In collaboration with facility staff, users and biosafety facility committee, draft and update policies in the Biosafety laboratory.

Co-ordinate with facility managers and users to ensure that all Biosafety facilities are running as per campus approved standards and guidelines

Conduct regular inspections to ensure that laboratory standards are rigorously followed. Share your results with the BSL2 Facility Committee and the Safety Committee.

Develop emergency plans for handling accidental spills and personnel contamination

Investigate spillage in the Biosafety laboratory, the accident report form must be shared with the Safety Committee and BSL2 Committee (or facility committee)

Serve as a consultant or committee member on the Institutional Biosafety Committee

Assist the relevant committees (Internal Animal Users Committee, Institutional Animal Ethics Committee) in the review of Animal Use Protocols for environmental health and safety considerations

Ensure compliance with all governmental regulatory requirements.

Assist in obtaining and renewing biosafety permits

Conduct regular inspections of research laboratories and facilities for environmental health and safety

Design and implement biosafety training and awareness materials

Providing advice on laboratory security and set-up

Assist facility managers in obtaining certification from national or international agencies that monitor/certify biosafety level 2 and 3 facilities

Prepare SOPs for work conducted in the Biosafety laboratory including waste disposal, equipment decontination, regular cleaning and maintenance of equipment, etc

Advise and assist on the purchase of biological agents, safe storage, transport and disposal of biohazardous materials used in all biosafety facilities. Co-ordinate with users of the biosafety labs in these aspects of handling biological agents.

Assist facility support staff to coordinate contractor services, maintenance, certification and repair activities.

Maintain inventory of consumables in the facilities. Ensure that required consumables are constantly updated in the respective biosafety labs.

Organise and conduct regular training of users of biosafety facilities to keep them current with new safety regulations and best practice

The Biosafety Officer will undergo frequent training to be aware of the latest best safety practices and to keep abreast of international standards for biosafety levels 1-3. The Biosafety Officer will help investigators identify and implement best practices to improve biosafety practices and performance across campus

**Qualifications:**

**Essential:**

1. Graduate (M.Sc. or above) in microbiology, biochemistry, chemistry, genetics, molecular biology or relevant work experience
2. Proficient with Microsoft Office applications, especially Word and Excel
3. Excellent English written and verbal communication required
4. Demonstrated organizational skills
5. One year working experiences in any Academic/Private Laboratory or any other relevant experience, preferably in managing biosafety lab.
6. Ability to work as a liaison between users, facility managers, faculty as well as biosafety committee members

**Desirable:**

1. Possesses an excellent understanding of biosafety principles, lab safety programs and key processes such as risk assessment, inspections, audits and investigations
2. Prior experience in working and managing BSL-3 will be a strong asset.
3. Ability to independently assess biosafety risks and programs and sensitively communicate/collaborate with line management on appropriate risk measures
4. Exceptional interpersonal and negotiation skills
5. Self-motivated/self-starter with ability to multi-task and work effectively with minimal supervision
6. Strong verbal and written communication skills
7. Responsive, customer service attitude