Job Title: LIMS Application Analyst & Enterprise Planner

Reporting to: Chief Financial Officer
                     (dotted line reporting to Laboratory Operations Manager)

Location: GTG Head office (Fitzroy)

Direct Reports: Nil

Status: Full time

About Genetic Technologies

Genetic Technologies Ltd (GTG) is an established Australian-based molecular diagnostics company and is a leader in the development of genetic testing under the geneType brand. Our tests predict an individual's risk of developing chronic disease and enables physicians to proactively manage patient health.

Our Vision – To be the world's leader in personalised predictive genetics

Our Mission – as a diversified genomics and AI driven preventative healthcare company; we partner to provide individualised risk assessment of serious disease.

The role

The LIMS Application Analyst & Enterprise Planner is the resident LIMS expert, providing ongoing support to GTG's business units and will also work with cross-disciplinary teams to assist in business analysis and achieve goals.

This role primarily works with lab and operation team members to understand end-to-end process workflows and the associated relevant software applications. The successful applicant will drive and contribute to process reengineering initiatives, elicit and document requirements and specifications, and act as the facilitator between the Subject Matter Experts and the IT team.

This position will ensure that business processes and functionalities are developed accordingly, tested and implemented in the scope of the implementation of new and existing LIMS applications.

Responsibilities

Area	Tasks and responsibilities
Analysis & Development	• Manage and develop the LIMS and associated applications to ensure optimal performance • Review, analyse and capture business system and user needs requirements, define objectives and formulate systems processes • Perform gap analysis, recommend and implement solutions • Analyse complex requirements, interfaces / functional needs and identifies opportunities to harmonise and simplify processes.

	• Identify and articulate the impact of proposed modification with comparison of current and future state processes • Drives from initiation to final implementation • Conduct testing of IT solutions within project timelines to ensure quality, and reports testing failure to project team
Leadership	• Develop close working relationships with cross-disciplinary teams to understand and document end-to-end process workflows and the supporting software applications • Work with compliance team to ensure compliance with regulatory requirements and internal policies and processes • Provide training to the users about processes and the systems involved in supporting such processes • As the process expert, provides support and critical insights to processes and functionality implemented in the systems used across the organisation • Accountable and responsible of delivering client needs and timeliness
Finance & Administration	• Support business analysis in collaboration with the Finance team • Meeting targets within required timeframes, displaying good organisational, time management and prioritisation skills. • Excellent communication skills, both written and verbal • Ensuring a strong understanding of the organisational context of the systems and operations changes and how they will impact on administrative and finance systems at GTG • Prepare user requirements, user guides, standard operating procedures, user manuals and other functional documentation
Health Safety & Environment	• Adheres to site environmental health and safety requirements.

KEY SKILLS AND BACKGROUND

- Bachelor Degree in Business Administration, Engineering, Computer Science or Management Information Systems, Life Sciences, or any other equivalent degree or experience;
- Minimum 5 years of experience with business process design and improvement, in the scope of medium systems implementation, preferably in a laboratory / bioinformatics environment (LIMS/ Analytical Software);
- Familiarity with software development process, including requirement gathering, analysis/design, development tools/technologies, release/version control, contemporary testing methodologies, programming language(s), automation-LIMS integration, API development and deployment management.

DESIRABLE QUALIFICATIONS/SKILLS

- Experience supporting IT solutions in a clinical, or research laboratory environment
- Ability to drive change through stakeholder management, without confrontation
- Capacity to conceptualise creative solutions, document and sell solutions to all levels of the organisation, including senior management
- Ability to solve practical problems, define cause and effect, map dependencies in process
- Organised, detail oriented, analytical, curious, with demonstrated troubleshooting and investigation skills
- Ability to prioritise tasks, multitask with organisation and manage time effectively
- Strong customer focus and ability to manage (internal or external) Client expectations
- Ability to work independently with limited oversight, in a complex global environment
- Demonstrates a positive attitude, capacity for team environment, and exhibits a genuine interest in support of advancing human health.

PERSONAL ATTRIBUTES:

- Clear communication skills, comfortable with public speaking with skill and confidence
- Provides proactive, high-quality service to both internal and external stakeholders; delivers what is promised on time; sets high standards for quality consistency.
- Resilient and ability to pivot, be flexible and adapt to a changing environment
- Must be able to work flexible hours to meet business requirements

Our Values

Collaborative: Cooperative, Receptive, Informative, Transparent.

'Unity and diversity drives us to make a positive impact on the community'

Professional: Trustworthy, Respectful, Punctual, Accountable

'*Leveraging our collective skills and knowledge to create global partnerships'*

Dynamic: Proactive, Striving, Responsive, Motivated.

'Cutting edge Innovation that creates an aspirational place to work'

Passionate: Enthusiastic, Inspiring, Dedicated, Energetic

'A place where you can apply your skills and realise your career goals'