

Position Description

Quality Assurance Associate

Classification:	RY4-RY7 – Scientist, Grade 2
Business unit/department:	Molecular Imaging and Therapy
Work location:	Austin Hospital ☒ Heidelberg Repatriation Hospital ☐ Royal Talbot Rehabilitation Centre ☐ Other ☐ (please specify)
Agreement:	Victorian Public Health Sector (Medical Scientists, Pharmacists and Psychologists) Single Enterprise Agreement 2021-2025 Choose an item. Choose an item.
Employment type:	Full-Time
Hours per week:	38
Reports to:	Head of Radiopharmaceutical Sciences
Direct reports:	NIL
Financial management:	Budget: NIL
Date:	02/09/2026

Position purpose

The Quality Assurance Associate plays an important role in safeguarding the quality, safety, and regulatory compliance of radiopharmaceutical manufacture across the radiochemistry and radiopharmacy teams.

Reporting to the Head of Radiopharmaceutical Sciences, the position assists in ensuring that all radiopharmaceutical preparation, QC testing and documentation meet the required standards in line with the local regulatory standards. They will support the running of the day-to-day quality management system operations including audits, non-conformance investigations, environmental monitoring, reviewing batch records, SOP management and reviewing training records.

The Quality Assurance Associate will also be involved in supporting development and clinical projects to improve components of the quality management system and assist in validation of new radiopharmaceuticals for clinical use. They will be trained and validated for routine radiopharmaceutical productions, and lab procedures, assisting in these when required.

About Molecular Imaging and Therapy

The Department of Molecular Imaging and Therapy is one of the largest radiopharmaceutical Departments in Australia, and has comprehensive scientific and clinical service activities, as well as an internationally renowned research program. The Department has four core clinical service components: Nuclear Medicine imaging, Radionuclide Therapy, Positron Emission Tomography (PET), and Bone Densitometry. The Department produces radioisotopes on site with in-house cyclotrons, extensive radiochemistry facilities and QC laboratory enabling a wide range of diagnostic and therapeutic examinations and research studies.

This position will be based at the Austin Campus on level 1 of the Harold Stokes Building.

The position of Quality Associate at Austin Health allows support of services directly impacting patients' lives and health outcomes, while giving opportunities to develop a wide range of skills and experiences in a rapidly expanding field.

Position responsibilities

- Assist in running the departmental quality management systems (QMS), including SOPs, deviation logs, CAPA records, and document control.
- Review and verify radiopharmaceutical batch documentation to ensure completeness, accuracy, and compliance.
- Conduct and trend environmental and aseptic monitoring data for cleanrooms, hot cells, and preparation areas.
- Assist in preparation, conducting and evaluation of routine and ad-hoc audits within the department.
- Support scientific staff on incident and deviation management including non-conformances, out of specification and CAPA initiation.
- Assist in co-ordination of equipment maintenance scheduling and records.
- Review of raw material conformance and release for use in clinical setting.
- Support training of staff in QMS and quality-based procedures.
- Assist in the implementation and validation of novel radiopharmaceuticals for clinical use
- Become trained, validated and assist with routine radiopharmaceutical productions and lab-based activities when required.
- Participate in relevant meetings and preparation of accurate reports.
- Perform lab-based tasks in a safe and accurate manner.
- Be a team player and show consistent professionalism and integrity.
- Attend further education courses or professional conferences as deemed necessary.

Selection criteria

Essential skills and experience:

- Bachelor's degree in a relevant scientific field
- >2 years experience working within a GMP environment
- Substantial experience in the application of and leading projects within a QMS
- Experience working in laboratory settings
- Critical thinking and attention to detail
- High levels of initiative and self-motivation



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- Well-developed communication and information technology skills
- Ability to work as a team member and achieve projected goals and targets
- Ability to work effectively as part of a wider team.

Desirable but not essential:

- Whilst not mandatory, a relevant post-graduate degree would be highly regarded
- Experience in Radiochemistry and/or Radiopharmacy
- Experience in manufacturing Quality Control procedures and instrumentation such as HPLC, GC and TLC.

Professional qualifications and registration requirements

- Personal radiation use license - where required on the job training will be provided to allow applicant to meet eligibility criteria for this.

Quality, safety and risk – all roles

All Austin Health employees are required to:

- Maintain a safe working environment for yourself, colleagues and members of the public by following organisational safety, quality and risk policies and guidelines.
- Escalate concerns regarding safety, quality and risk to the appropriate staff member, if unable to rectify yourself.
- Promote and participate in the evaluation and continuous improvement processes.
- Comply with the principles of person-centered care.
- Comply with requirements of National Safety and Quality Health Service Standards and other relevant regulatory requirements.

Other conditions – all roles

All Austin Health employees are required to:

- Adhere to Austin Health's core values: *our actions show we care, we bring our best, together we achieve, and we shape the future.*
- Comply with the Austin Health's Code of Conduct policy, as well as all other policies and procedures (as amended from time to time).
- Comply with all Austin Health mandatory training and continuing professional development requirements.
- Provide proof of immunity to nominated vaccine preventable diseases in accordance with Austin Health's immunisation screening policy.
- Work across multiple sites as per work requirements and/or directed by management.



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General information

Austin Health acknowledges the Traditional Custodians of the land on which Austin Health operates, the Wurundjeri Woi Wurrung People of the Kulin Nation. We pay our respects to Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples.

Cultural safety

Austin Health is committed to cultural safety and health equity for Aboriginal and/or Torres Strait Islander People. We recognise cultural safety as the positive recognition and celebration of cultures. It is more than just the absence of racism or discrimination, and more than cultural awareness and cultural sensitivity. It empowers people and enables them to contribute and feel safe to be themselves.

Equal Opportunity Employer

We celebrate, value, and include people of all backgrounds, genders, identities, cultures, bodies, and abilities. We welcome and support applications from talented people identifying as Aboriginal and/or Torres Strait Islander, people with disability, neurodiverse people, LGBTQIA+ and people of all ages and cultures.

Austin Health is a child safe environment

We are committed to the safety and wellbeing of children and young people. We want children to be safe, happy and empowered. Austin Health has zero tolerance for any form of child abuse and commits to protect children. We take allegations of abuse and neglect seriously and will make every effort to mitigate and respond to risk in line with hospital policy and procedures.



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