Position Description

Radiopharmacy Manager

Classification:	SX6-SX81 – Pharmacist, Grade 3 OR RY9-RZ3 – Senior QC Scientist, Grade 3
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:	0-1
Financial management:	Budget: NIL
Date:	21/10/2026

Position purpose

The Radiopharmacy Manager plays a vital role in testing and safeguarding the quality, safety, and regulatory compliance of radiopharmaceutical manufacture across the radiochemistry and radiopharmacy teams.

Reporting to the Head of Radiopharmaceutical Sciences, this position conducts preparation (compounding), quality control and release of radiopharmaceuticals for clinical use. They assist in radiopharmaceutical preparation for clinical trials, preparation and approval of documentation and scientific input into development of new processes for investigational radiopharmaceutical implementation and validation. They have an active role in contribution towards and maintenance of the Quality Management System (QMS) including non-conformance investigations and documentation. They play a central role in the training of staff within these areas.

The position is required to oversee the day-to-day operations within the radiopharmacy laboratories under guidance from the Head of Radiopharmaceutical Sciences.

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 Radiopharmacy manager 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

- Pre-release and post-release QC testing of PET, SPECT and therapeutic radiopharmaceuticals
- Compounding of SPECT radiopharmaceuticals.
- Maintenance, calibration and troubleshooting of laboratory equipment.
- Day-to-day oversight of the radiopharmacy laboratories.
- Implementation of known and investigational radiopharmaceuticals to support routine clinical and clinical trial use.
- Completion of production and clinical trial documentation.
- Creation and management of equipment and process documentation including SOPs, release specifications and system qualification documentation.
- Radiopharmaceutical dose drawing and preparation.
- Logistics for the transport of radiopharmaceuticals to local hospitals
- 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.
- Design, lead and enact QMS improvement projects within the department.
- Supervise environmental and aseptic monitoring data for radiopharmacy areas.
- Assist in preparation, conducting and evaluation of routine and ad-hoc audits within the department.
- Lead incident and deviation investigations including non-conformances, out of specification and CAPAs.
- Co-ordinate equipment maintenance scheduling and records.
- Support training of staff on QC methods, lab practices, aseptic technique etc.
- Assist in the implementation and validation of novel radiopharmaceuticals for clinical use.
- 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.
- Legal responsibility for preparation of cold kits for compounding (Radiopharmacist only).

Selection criteria

Essential skills and experience:

- Bachelor's degree in Pharmacy (Radiopharmacist) or relevant scientific field (Scientist)
- >8 years experience working within quality control of pharmaceuticals/pharmacy settings
- >4 years working with PET and SPECT radiopharmaceuticals
- Comprehensive understanding of the requirements of GMP radiopharmaceutical manufacture
- Extensive experience in QC equipment operation, method development and troubleshooting including: HPLC, GC, TLC and sterility testing
- Critical thinking and attention to detail
- High level of initiative and self-motivation
- 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 departmental team.

Desirable but not essential:

- Experience working with therapeutic isotopes such as Lu-177.
- Experience managing staff members.
- Whilst not mandatory, a relevant post-graduate degree would be highly regarded.
- Current Victorian personal radiation use license.

Professional qualifications and registration requirements

- Personal radiation use license for Victoria.
- For the Radiopharmacist position applicant must be a currently registered pharmacist. This is not required for Scientist categorisation .

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.

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.