

POSITION DESCRIPTION



Position Title	Animal Technical Officer – Guinea pig colony
HEW Level	HEW 5
School / Unit	Research and Innovation Services
Faculty / Division	Research and Innovation Division
Reports to	Animal Services Unit Operations Manager
Direct Reports	0
Contract Type	Fixed Term 12 months 0.4 FTE

ROLE DESCRIPTION

This is a job-sharing position as the Animal Technical Officer- Guinea pig colony, who will be responsible for the maintenance of a guinea pig breeding colony supplying animals for use by UoN researchers. In consultation with the ASU Operations Manager, The Animal Technical Officer- Guinea pig colony, will assist with coordinating Animal Attendants and Animal Technicians within animal research facilities by providing guidance and scheduling in their daily activities, ensuring that staff are trained to observe the welfare of animals and the requirements of the legislation, and that they understand and adhere to policies and procedures in support of the University's animal-based research effort and delivery of the University's strategic plan.

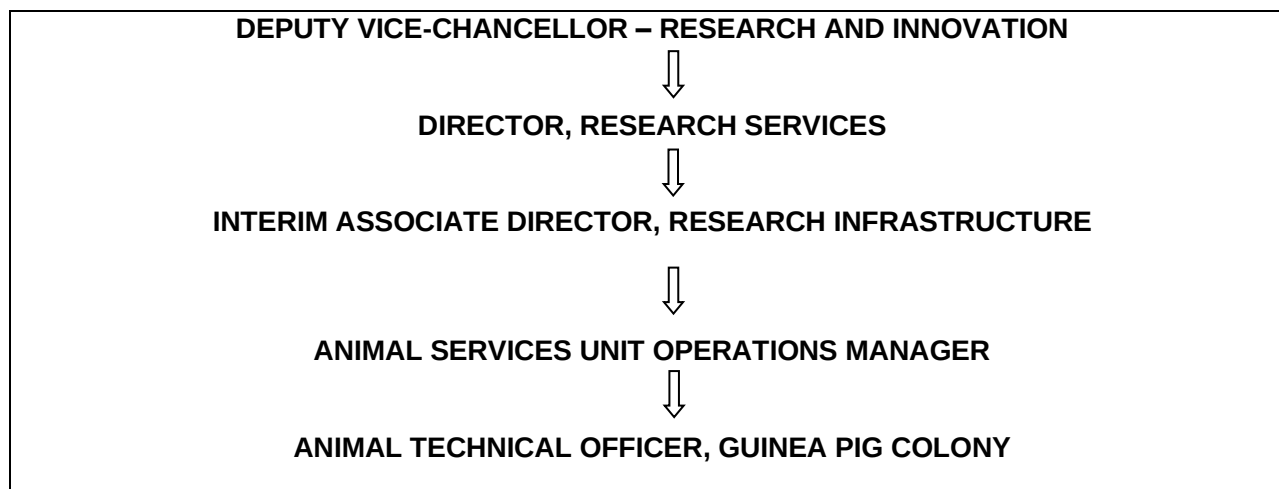
OVERVIEW OF UNIT/SCHOOL AND POSITION CONTEXT

The Research and Innovation Division promotes and enhances the University's strong and vibrant research culture by attracting, training and supporting researchers and industry partnerships to solve real-world problems.

Research and innovation Services supports the University's research performance and profile by efficient and effective research administration and the provision of high level administrative and infrastructure research support activities.

The Animal Services Unit facilitates the housing and management of animals and provides quality care and technical support to ensure all services align with the University's and legislative requirements, policies and objectives.

ORGANISATION CHART



ROLE RESPONSIBILITIES AND TYPICAL ACTIVITIES

Area of accountability	Core Responsibilities & Typical Activities	Measures of Performance
Guinea pig breeding colony Maintenance	Maintain a sustainable guinea pig breeding colony for the purpose of supplying animals to UoN researchers, adopting a system which minimises inbreeding and maximises animal welfare. Maintain the guinea pig breeding colony at a level which supplies research needs and minimises wastage in accordance with The Australian code for the care and use of animals for scientific purposes. Keep accurate records of all guinea pig breeding activities. Includes maintenance of the electronic animal management system database (Tick@Lab), identification of individual animals by microchipping and other physical identification methods.	Good breeding performance of the colony. Parents and progeny are robust. In line with best practice-production meets researcher needs and surplus is minimised. Tick@Lab and paper records accurate and up to date.
Animal Care, Maintenance and Operations	Provide routine care for the guinea pig colony including hands-on facility maintenance and animal care and observing the animals and their environment. Other general duties as required.	Tasks carried out in accordance with relevant guidelines to ensure welfare

	Liaise with researchers, ASU staff and contractors to coordinate daily operations of animal facilities in accordance with the requirements of animal welfare and research. Operate and maintain equipment within the Animal Services Unit facilities. Assist in research projects as approved by the ASU Operations Manager. Assist the ASU Operations Manager to coordinate the attendance and scheduling of animal care staff so that animal facilities are adequately staffed, including weekends and periods of staff leave. Coordinate orders and deliveries for animal facilities and research staff. Ensure the security of all research animals and staff in the Animal Services Unit facilities.	and safety of animals. Positive feedback from stakeholders. The animal facility operates smoothly and efficiently. ACEC and ARRPP inspections are satisfactory.
Management and Compliance	Co-ordinate Animal Technicians/Attendants in the animal facility to ensure that all animal care tasks are performed in a manner consistent with research requirements, biosecurity regulations, animal welfare and in accordance with legislation.	All compliance requirements met.
Stakeholder Management and engagement	Liaise with research staff to provide a high-level service to animal facility users and to ensure that the resources and infrastructure of the facility meet the requirements of the research being undertaken. Communicate proactively with researchers and anticipate their ongoing needs.	Needs of research staff are met. Positive feedback from stakeholders.
Data Management	Maintain records and produce reports as required by ASU management, legislation, Animal Care and Ethics Committee, and the institution. Collect and collate data required for cost analysis. Maintain animal facility-specific aspects of the electronic animal management system database providing support for researchers and staff in its use.	Accurate and up to date data maintained and readily accessible by relevant groups/ internal clients.
Process Improvement	In consultation with the ASU Operations Manager, develop work practices, facility maintenance regimes and standard operating procedures to maintain the animals without compromising their status or the integrity of research projects and instruct facility users in these procedures.	Improvements to processes and procedures identified and implemented in agreed timeframe.

POSITION CHARACTERISTICS

Organisational Knowledge	Apply a comprehensive knowledge of University wide policies, programs and activities and of the external environment. Recommend changes and adaptations which improve the efficiency or effectiveness of processes or enhance quality of outcomes.
Professional / Industry Knowledge	Extensive understanding of the requirements of ASU Standard Operating Procedures, the Animal Care and Ethics Committee, the Animal Research Act and Regulations and Work Health and Safety Legislation. Perform all tasks in accordance with these requirements.
Level of supervision / independence	Work independently in accordance with the general guidance of the ASU Operations Manager and where established procedures and guidelines relevant to the functioning of the animal facilities are provided and understood. Provide quality advice on UON policy and process to colleagues and internal clients.
Problem solving and judgement	Demonstrate analytical and problem-solving skills within relevant rules and guidelines, form conclusions and provide recommendations to inform decision making. Apply tact, discretion and confidentiality in the role. Be able to independently identify priorities and source appropriate information to make informed judgements for the smooth running of animal facilities. Use knowledge and expertise to identify and recommend solutions to problems within the scope of systems, processes and procedures and contribute to projects or initiatives.
Key relationships (internal & external) & immediate team	Develop and retain effective collaborative relationships with Research and Innovation Division senior management team and colleagues, academic and professional staff and external stakeholders.
Challenges	Respond to changing research, operational or legislative requirements.
Special Characteristics	Ability to work outside of routine business hours when required. Able to participate in weekend/holiday roster.
WWC Check Required	No

Criminal Record Check required	No
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EXPECTED BEHAVIOURS

The role is expected to display personal qualities and behaviours consistent with Individual Contributors Level as outlined in the [Leadership Framework](#).

The UON Leadership framework describes six leadership capabilities for both academic and professional staff. At UON leaders; shape the future, engage beyond the University, work collaboratively, strive for excellence, drive performance and show courage and respect.

At UON we recognise that while leaders exist at all levels, people face different challenges and demands depending on their leadership level. For each Leadership Capability the behaviours reflect how each capability can be observed at different leadership levels in the University.

INHERENT REQUIREMENTS

This Position Description outlines the major accountabilities/responsibilities and the selection criteria against which candidate's suitability for the position are assessed. As such there are specific job requirements that are referred to as Inherent Requirements. Inherent Requirements refer the ability of the candidate/incumbent to:

- * Perform the essential duties and functional requirements of the job;
- * Meet the productivity and quality requirements of the position;
- * Work effectively in the team or other type of work organisation concerned; and
- * Do the job without undue risk to own or others health, safety and welfare at work.

An applicant who has any injuries, illness, disorder, impairment, condition or incapacity that may affect the ability to perform the inherent requirements of the position are encouraged to discuss this with the University to assist in the process of identifying reasonable adjustments that may be required to enable the candidate/incumbent to perform the duties of the position.

ESSENTIAL CRITERIA

- Completion of a degree in a relevant discipline; or completion of a TAFE course in animal technology or veterinary nursing with subsequent relevant work-related experience or an equivalent combination of relevant experience and/or education/training.
- Significant experience in the care and husbandry of a guinea pig breeding colony and species-specific animal handling skills.
- Demonstrated ability to coordinate a medium complexity animal research facility in a competitive research environment, including the co-ordination of animal care staff.

- Highly developed communication skills and organisational skills with the ability to prioritise and meet competing deadlines and work in a team environment.
- Commitment to animal welfare and sound knowledge of the ethical framework and legislation governing the use of animals in research, including the role of the Animal Care and Ethics Committee.
- Strong computer skills, including the use of databases and spreadsheets to produce reports.
- Demonstrated knowledge of workplace obligations to, and experience in leading and cultivating workplace practices and behaviours that promote, support and maintain a safe, healthy, equitable, diverse and respectful workplace; including responding appropriately to adverse accidents, incidents, behaviours, issues, reports and the like.

PD Last reviewed:	March 2020
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