



Position Description

College/Division:	ANU College of Health and Medicine
Faculty/School/Centre:	John Curtin School of Medical Research
Department/Unit:	Australian Phenomics Facility
Position Title:	Scientific Services Manager
Classification:	ANU Officer Grade 8 (Technical)
Position No:	26651
Responsible to:	Head, Animal Services
Number of positions that report to this role:	4-5
Delegation(s) Assigned:	D^

PURPOSE STATEMENT

The Australian Phenomics Facility (APF) provides research services to schools and departments across the ANU College of Health and Medicine. The Scientific Services Manager will manage the service provisions of the Facility including breeding and supply management, provision of technical services and will act as a contact point for clients. The Manager is also responsible for improving processes relating to the efficient management of the facility including database development and staff processes and procedures. The position ensures that the required service outcomes are met against the Client Service Charter, within the legislative framework and within budget.

KEY ACCOUNTABILITY AREAS

Position Dimension & Relationships:

Under the broad direction of the Head of Animal Services, the Scientific Services Manager forms part of the Animal Services management team of the Australian Phenomics Facility. Direct reports may include Section Coordinators with responsibility for breeding and supply or delivery of technical services and training. The position will liaise closely with research staff, both internal and externally to the University, including University-wide committees such as Animal Experimentation Ethics Committee (AEEC), Institutional Biosafety (rDNA) Committee, and local user committees, and maintain an important link in communications with a range of stakeholders.

Role Statement:

Under the broad direction of the Head of Animal Services, the Scientific Services Manager will:

- Oversee the breeding and genetic quality control of the colony.
- Develop breeding strategies for colony strains and maintain records for consistency and quality service provision; ensuring that research demands are balanced with the need to minimise overproduction of mice.
- Maintain ethics approval for the ongoing management of the facility's colonies and ensure that reporting requirements are met accurately and in a timely manner.
- Maintain the ability to meet the Facility's Client Service Charter, concerning breeder maintenance, ordering and issuing of animals and relevant practices.
- Manage the technical services of the Facility through the delivery of high-quality technical services to support the needs of clients including timed matings, sample collection, administration of substances, digital monitoring and other relevant services.
- Support experimental programmes conducted in the Satellite facilities of the JCSMR by working together with researchers, Safety and Lab managers to ensure that experimental outcomes are achieved within animal welfare and Safety guidelines.
- Provide expert advice and a central point of contact for research clients, regarding experimental planning, execution and reporting, within acceptable timeframes and, in-line with ethical frameworks.
- Be an active member of numerous committees as relevant to the function and processes of the facility including the Animal Users Committee and others as appropriate.
- Provide effective leadership, management, supervision, direction and guidance to all team members and ensure that performance is managed and all deadlines/objectives are met.
- Contribute to strategic planning and innovation in line with strategic workforce plans and initiatives aimed at improving work practises with a commitment to continuous improvement.

- Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
- Other duties as requested, consistent with the classification level of the position and in line with the principles of multi- skilling.

See the [classification descriptors for general staff¹](#) and [minimum standards for academic staff²](#)

SELECTION CRITERIA:

1. Tertiary qualifications relevant to the field of science or animal technology are essential, progress towards or postgraduate qualifications are desirable, in addition to significant experience in the management of a research service facility at a strategic level and understanding of rodent colony management and experimental design.
2. Demonstrated management of complex rodent breeding regimes and experimental animal management with a proven ability to document and monitor progress and liaise with clients at a high level of scientific knowledge as needed.
3. Demonstrated planning, supervisory and customer services skills including the ability to work effectively and collaboratively and to lead, motivate and educate team members, establish priorities and meet competing deadlines to achieve operational outcomes.
4. Highly developed written and oral communication skills with a demonstrated ability to liaise and negotiate effectively with a wide range of people including junior staff through to Primary Investigators.
5. Demonstrated understanding and practical implementation of rodent ethical considerations including the 3Rs, the Australian Code and other relevant guidelines and legislation.
6. Demonstrated capacity to formulate and implement policy and to contribute to strategic planning within a complex facility.
7. A demonstrated high level understanding of equal opportunity principles and a commitment to the application of EO policies in a University context.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Supervisor/Delegate Signature:		Date:	TBC
Printed Name:	Karen Brennan	Uni ID:	TBC

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)

¹[Schedule 5 - General staff classification descriptors - Human Resources - ANU](#)

²[Schedule 4 - Human Resources - ANU](#)