JOB PROFILE TITLE	**Assistant Animal Technician - Laboratory Animal Services - HEO3**
JOB PROFILE ID	**P_07102021_CAT21335_HEO3**
JOB CATEGORY	**Professional**
JOB FAMILY	**Technical Support**
COMPENSATION GRADE	**HEO3**
MANAGEMENT LEVEL	**19 Individual Contributor**

JOB PROFILE SUMMARY

PRIMARY FUNCTION
The primary function of the Assistant Animal Technician is to provide the day-to-day care for animals including the husbandry, health and welfare, facility maintenance and record keeping. The Assistant Animal Technician will actively participate in the implementation of relevant policies and procedures to ensure appropriate animal welfare standards and regulatory compliance in day-to-day operations, and to support efficient operation.

Provision of routine inspections on weekends and delivery of essential animal husbandry tasks on public holidays may be required.

Staff performing this role are responsible for the care of animals and therefore their work pattern will be in accordance with clause 169 c(i) of the University of Sydney Enterprise Agreement (i.e., they will work 38 hours per week as their ordinary weekly full-time working hours as regulated by schedule 4 of the Enterprise Agreement).

DECISION MAKING AND DELEGATIONS OF AUTHORITY
The Assistant Animal Technician will work under close or direct supervision or, in the case of more experienced staff working alone, general supervision. Direction is provided and the jobholder has some discretion to choose between established processes provided set priorities and deadlines are met. They will be expected to exercise a degree of initiative and judgement in resolving routine problems associated with day-to-day operating procedures. They will resolve routine matters directly linked to their key accountabilities while problems that cannot be resolved quickly are referred to or conducted with the assistance of the Animal Facility Officer who may in turn seek input from the Associate Director. The staff member will undertake some planning and prioritisation of duties.

KEY RELATIONSHIPS

Relationships	Position Title
Supervisor	0085828 Animal Facility Officer (Unfilled)
Direct Reports	
Peer Relationships	Refer to the organisational charts in Workday to view peer relationships relevant to your role. Please Note- This option is only available to University staff.

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RESPONSIBILITY DESCRIPTION

1. Provides sound technical research support and assistance to researchers, students and other technical staff working in the facility.

- Performs routine animal care, breeding and technical tasks including all aspects of animal husbandry, record keeping, health monitoring and humane euthanasia. This may include technical procedures such as blood collection, injections, oral gavage, tissue collection etc.
- Work efficiently and effectively in the team to ensure the successful operations of the LAS facilities and contribute positively to the research outcomes.
- May train staff, visitors, and students (where appropriate) in the safe operation of animal facility equipment and procedures.
- Provide routine inspections and delivery of essential animal husbandry tasks in accordance with LAS's rostering and overtime arrangements.
- Assist with the management of breeding colonies to meet researchers' requirements under approved protocols; tasks to include matings, weaning, transfer of stock animals and issuing of information or notifications to researchers if required.

2. Maintains the workplace, ensuring that the research requirements are met effectively.

- Performs cleaning and waste disposal efficiently and promptly in accordance with laboratory and workplace health and safety standards.
- Monitors technical equipment and infrastructure, reporting issues or faults to ensure reliable and safe operations.
- Assists with the inventory, ordering and use of consumables to ensure economic operation and continuity of supply.

3. Ensures the animal facilities are compliant with Workplace Health and Safety requirements.

- Maintains animal facility in a clean and safe condition, storing and disposing of hazardous chemicals appropriately and ensuring that the work area and equipment is compliant with workplace health and safety requirements.
- Helps maintain Workplace Health and Safety records, as per the University's (and Northern Sydney Local Health District (NSLHD) if located at the Kearns Facility) Workplace Health and Safety policy, ensuring that WHS matters requiring attention are addressed appropriately.
- Participates in preparing risk assessments and safe work procedures for equipment, chemicals, and procedures within the animal facility.
- Supports the identification of operational needs in the work area, including recommendations for improvements to ensure continued safe work practices are in place in the animal facility.
- Assists in the implementation of the University (and NSLHD if located at the Kearns Facility) WHS Policy, by pro-actively engaging researchers and staff in the development of a safe workplace environment for staff and students.

4. Ensures animal facility is compliant with regulatory requirements.

- Assists with regulatory compliance in the areas of animal welfare (DPI, AEC requirements), Australian Quarantine and gene technology (OGTR, IBC/Biosafety requirements).
- Communicate concerns with animal welfare promptly and assist the Animal Facility Officer and the Animal Welfare Veterinarian in resolving any issues.

5. Prepares reporting and documentation.

- Participate and contribute to staff meetings including providing brief reports on the area of responsibility.
- Ensure that animal records are accurate and up to date.
- Collect and submit data for regulatory compliance, financial operations, and human resources.

6. Undertakes ad-hoc projects and other activities.

- Performs work activities relevant to the roles key accountabilities as approved by the Supervisor and commensurate to the role's classification level.

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EDUCATION

Education	Required
Formal qualification relevant to animal care (e.g., TAFE Certificate III or IV) and relevant work experience, or an equivalent combination of experience, training, and skills.	X

CERTIFICATIONS

Certificate	Required
A satisfactory pre-employment assessment by the University's nominated Occupational Health Physician with reference to managing risks associated with work involving the care of laboratory animals. - No Issuer	X
Current drivers licence - No Issuer	X
Ideally should hold a current first aid certificate. - No Issuer	

SKILLS

Skills	Required
A commitment to animal welfare and to the use of animals in research conducted in accordance with the NSW Animal Research Act and a practical understanding of the outcomes sought by relevant regulatory codes. The experience to recognise and initiate responses to health problems in animals.	X
Ability to form and maintain good relationships with customers/researchers and fellow team members.	X
Ability to work as part of a team and flexibility to work in any of Laboratory Animal Services' facilities (including availability to work additional hours or to participate in a weekend roster as required).	X
Ability to work without direct supervision.	X
Animal handling and animal care skills of a high standard, especially in relation to common laboratory species and experience with SPF principles.	X
Capability to complete tasks within a reasonable timeframe, appropriate attention to detail, and ability to help maintain a clean and safe workplace. Awareness of relevant occupational health issues. Ability to recognise and initiate appropriate responses to problems with equipment, building fabric and building services relevant to good animal facility operation.	X
Computer skills sufficient for basic word processing and email skills, data entry in a spreadsheet and willingness to learn and use specific vivarium management software.	X
Good interpersonal, written and verbal communication skills.	X

Work Experience

Work Experience	Required