

JOB DESCRIPTION



Position Title	Bioresources Attendant	Level	A
Reports to (role)	Bioresources Manager	Career Stream	Research
Team	Bioresources		
Location	Telethon Kids Institute, Perth Children's Hospital, 15 Hospital Ave, Nedlands		

PURPOSE OF POSITION

The Bioresources Attendant is responsible for the daily care of breeding and research animals including animal husbandry, breeding colony maintenance, environmental monitoring & enrichment, record keeping, welfare checks and facility sanitation.

KEY RESPONSIBILITIES

Key Responsibilities	Tasks required to achieve Key Responsibilities	Measures
Animal Care and Husbandry	• Perform daily husbandry tasks including cage changing, weaning, animal welfare checks and breeding using aseptic techniques • Report animal welfare issues to researchers and animal welfare officer • Animal identification • Breeding colony maintenance • Assist in the logging in and unpacking of incoming animals from other institutions • Operate autoclave, cage washer and any other animal facility equipment as required • Comply with Australian Code of Practice and TKI policies and standard operating procedures	• Achieving outcomes in an organised manner within the allotted time period • Feedback from researchers • Adherence to Health Safety & Wellbeing (HSW) policies • Healthy animals • 100% compliance of animal monitoring
Administrative	• Training of new staff/ researchers to use the database • Assisting researchers and Animal Welfare Officer with the reporting of annual animal numbers used • Fire Warden Representative and First Aid Responder of Bioresources when required • Ordering of goods including animals • Ensures compliance of Health Safety and Wellbeing policies & procedures	• Database is accurate and kept up to date • All users know how to use the database • Relevance of documentation • Timeliness of documentation • Facility complies to HSW • Adhere to fire department & building regulations

Team work	• Actively contributes to a harmonious team, both from a cultural and work output perspective • Attends staff meetings and training sessions as scheduled by the Bioresources Manager & AWO • Assists team members in completing all required tasks • Other tasks as assigned by Bioresources Manager	• Participate and contribute to team activities
Customer service	• Deal with external service providers such as service technicians, animal suppliers, supply partners, etc. • Liaise with all scientists involved in animal research at the facility	• Communicate with Institute staff and external service providers in a professional manner
Laboratory	• Assists researchers in procedures occurring throughout the facility • Administers anaesthesia • Using specialise equipment such as centrifuges, isoflurane machines, CO2 chambers	• Carrying out successful procedures and effectively supports researchers
Workplace Safety	• Take reasonable care for your own safety and health and avoid harming the safety and health of others through any act or omission at work. • Identify and assess workplace hazards and apply hazard controls. • Report every workplace injury, illness or near miss, no matter how insignificant they seem. • Abide by Telethon Kids Institute policies and procedures.	• Responsibilities are embedded in work practices. • Hazards are effectively managed or reported. • Accidents and incidents are reported in a timely manner. • All applicable safety policies and procedures are sought, understood and implemented.

ESSENTIAL CRITERIA

Qualifications:	N/A
Essential Skills, Knowledge & Experience:	• Minimum 2 years' experience in a similar position • Working knowledge with rodents, breeding systems and animal husbandry • Understanding of the importance of animal welfare • Proficient in animal handling and basic animal procedures • Sound administrative skills, including sound computer literacy and database management experience • Knowledge of the Australian code for the care and use of animals for scientific purposes (2013) • Physically fit with the ability to lift heavy boxes and equipment • Ability to work as an effective member of a team as well as independently with minimal supervision

DIRECT REPORTS

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Approved by:	
Date approved:	
Reviewed by P&C:	27.01.2022