

POSITION DESCRIPTION



Business Services

Chief Operating Officer Portfolio

Animal Technician

POSITION NUMBER	0055742
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	UOM 4 - \$69,365 - \$73,618 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Fixed Term for 12 months
HOW TO APPLY	Go to http://about.unimelb.edu.au/careers , under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Gabriela Panoschi Tel +61 3 8344 6043 gabi.panoschi@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at <http://about.unimelb.edu.au/strategy-and-leadership>

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for the University's budget and financial performance, and the management of its property and capital.

The COO Portfolio is comprised of six sub-portfolios covering all areas of our operations.

- Business Services
- Finance
- Legal and Risk
- Operational Performance Group
- Research, Innovation and Commercialisation
- Student and Scholarly Services

BUSINESS SERVICES

Business Services delivers efficient, sustainable, competitive, innovative and safe campus facilities and information technology services and provides a single point of contact for IT and campus facilities operationally focused support services.

EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

ABOUT THE ROLE

Position Purpose:

The appointee will combine the theoretical knowledge gained during their studies at an approved tertiary institution with practical skills.

Reporting line: team leader *

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: #N/A

Key Dimensions and Responsibilities:

Task level: Moderate

Organisational knowledge: Moderate

Judgement: Moderate

Operational context: *local

OH&S and compliance: All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at <http://safety.unimelb.edu.au/topics/responsibilities/>.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

Core Accountabilities:

- Responsible for basic husbandry and day to day care of research animals
- Responsible for implementing the various breeding strategies required to provide researchers with the numbers and genetic type of animals required.
- Assist investigators with standard manipulative techniques used commonly with research animals. May be required to assist with specialized techniques once trained.
- Close observation of animals under their care to detect changes in appearance or behaviour which must be communicated in a timely manner to researchers and veterinarian
- Monitor the environmental conditions of the animal room in accordance with set parameters
- Maintain appropriate records as required. This will involve the use of the animal facility management database
- Work as part of a team to ensure the smooth functioning of the work group

Selection Criteria:

Education/Qualifications

1. The appointee will have: Completed a Diploma of Applied Science, Animal Technology and have at least four years' experience relevant to the field.

Knowledge and skills:

2. Demonstrate the University Services Values of University First by acting in the best interest of your employer; displaying Service Excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively as One Team, connecting with people and building relationships in your workplace.
3. Empathy and a desire to work with animals in a research setting
4. Confident to perform all the basic manipulative techniques used in a research setting including a range of methods of substance delivery and sample collection.
5. Good understanding of the various breeding strategies which can be employed in a research setting
6. The applicant must be reliable, be able to take direction from area supervisor, and to function well as part of a team
7. May assist with the development of SOPs in their area
8. An understanding of the practical implications of the rules and regulations of the codes and practices relating to animal research in Australia is required.

Other job related information:

Many of the tasks involved with animal care are of a routine nature but must be performed with care and attention to detail

Must comply with regulatory requirement around working with GM organisms and animals subject to quarantine, and those animals involved with infectious disease research

May be expected to work across a number of different sites under the platform

Care for animals will be required on weekends and on public holidays so joining a rotation for work during this time will be expected.