

FACULTY OF SCIENCE, MEDICINE AND HEALTH

POSITION DESCRIPTION

Professional Services Staff *(for levels 1 to 5)*

Position Title: Technical Officer – Animal Facility
Level: 5
Faculty/Division: Faculty of Science, Medicine and Health (SMAH)
School/Unit: School of Chemistry & Molecular Bioscience (SCMB)
Location: Wollongong Campus

Position Environment:

The Faculty of Science, Medicine and Health (SMAH) is committed to quality outcomes delivered via a sustainable model where development and innovation are key elements of all that we do. SMAH is one of UOW's five Faculties and incorporates the Schools of Chemistry and Molecular Bioscience, Earth, Atmospheric and Life Sciences, Nursing, and the School of Medicine (incorporating Graduate Medicine).

Working with researchers from the Illawarra Health and Medical Research Institute (IHMRI) in the Animal Facility and with researchers from the School of Earth, Atmospheric and Life Sciences at the Ecological Research Centre (ERC), this role ensures effective and safe operation of both facilities, to facilitate high quality research and teaching.

Primary purpose of the position:

Reporting to the Animal Facility Technical Coordinator and ultimately the SMAH Operations manager, this full-time position supports the operations of the Animal Facility by performing inductions and training of researchers and ensuring animal husbandry and handling activities are carried out. The role also includes operational functions such as planning and reporting associated with the facility, as well as assisting researchers with more complex animal techniques. In addition, some duties within the ERC will also be required.

Major Accountabilities/Responsibilities:

Tasks		Percentage of time
1.	Daily activities involved in animal holding including monitoring and assessment of animals, food preparation, feeding, bedding and housing changes, washing and sterilising of all materials and surfaces and administration of treatments as and when required	25%

Tasks		Percentage of time
2.	Operational coordination of the facility including: • Coordination of all rodent facility space/bookings and planning of forward bookings • Maintaining key relationships with external agistment providers • Calculating agistment costs and coordinating internal charging • Undertaking procurement activities	15%
3.	Training researchers with use of animal monitoring system and laboratory animal procedures	20%
4.	Assisting researchers with animal procedures where applicable	20%
5.	Take a significant role in Work Health and Safety (WHS) in the facility by: • Assisting with animal facility inductions • Attending and actively contributing to relevant safety committee meetings • Coordinating and participating in regular WHS inspections • Developing a suite of high quality safe operating and work procedures and risk assessments • Ensuring plant is maintained and used in accordance with relevant standards and legislation	10%
6.	Providing support for the UoW Animal Housing User Group (AHUG) and take significant responsibility for implementing or coordinating required action items. Liaise regularly with the Chair regarding AHUG business.	5%
7.	In consultation with the Animal Facility Technical Coordinator, develop, implement and coordinate ongoing maintenance of facility plant and equipment	5%
8.	Observe principles and practices of Equal Employment Opportunity	Ongoing
9.	Have WH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	Ongoing

Reporting Relationships:

Position Reports to:	Animal Facility Technical Coordinator
The position supervises the following positions:	Nil
Other Key Contacts:	SMAH Faculty Operations Manager

SELECTION CRITERIA - Knowledge and Skills:

Essential:

- Excellent skills and knowledge around issues pertaining to animal welfare and care including ability to recognise signs of animal ill-health
- Sound working knowledge of operational and compliance issues relevant to animal facility operations
- Ability to support committee functions and document meeting minutes accurately and succinctly
- Excellent knowledge of WHS as it pertains to animal facilities and demonstrated skills in developing and implementing systems to address compliance
- Ability to implement basic financial systems and principles
- Outstanding interpersonal and written communication skills

- Confident user of Microsoft products including Microsoft Excel and Outlook

SELECTION CRITERIA - Education and Experience:

Essential:

- Degree qualifications in a relevant area of study and/or a combination of education/experience/training deemed to be equivalent
- Experience working with rodents
- Experience performing procedures on small laboratory animals
- Experience developing and implementing systems for shared resource coordination
- Experience preparing and presenting reports
- Experience contributing to forward and ongoing planning processes
- Experience in maintaining relationships with key stakeholders

Personal Attributes:

Essential:

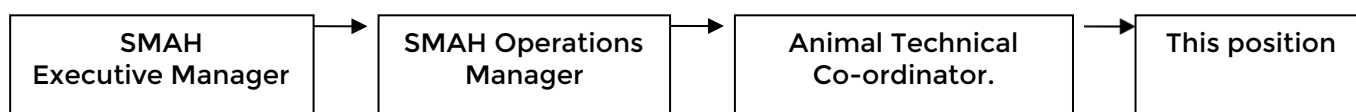
- Thoughtful towards colleagues and team-focused
- Responsiveness and ability to adapt to changing priorities
- Thorough with great attention to detail
- Organised and prioritises work

Special Job Requirements:

Essential:

- May need to work outside of usual business hours
- Must hold class C driver's license
- Must be prepared and able to work with a variety of animals
- Preparedness to carry out menial and repetitive tasks
- Ability to lift/handle items weighing 5-10kg
- May be required to work outside of standard business hours or across campuses and research partner facilities.

Organisational Chart:



Roles and Responsibilities in Relation to Workplace Health and Safety:

The University of Wollongong is committed to providing a safe and healthy workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injuries and illness.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

All Staff

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.

- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the document [Roles And Responsibilities for WHS](#) and [WHS Management System](#).

Additional Responsibilities for Staff with supervisory responsibilities

- Ensure work area, equipment and practices are compliant with applicable legislation, standards, codes of practice and University guidelines.
- Ensure risk management activities are undertaken to minimise WHS risk including hazard and incident reporting, risk assessment and safe work procedures.
- Provide the necessary instruction, information, induction, training and supervision to enable work to be carried out safely.
- Ensure Work Health and Safety (WHS) activities and requirements are implemented for area as outlined in the [Roles And Responsibilities for WHS](#) and [WHS Management System](#).

Inherent Requirements:

For all positions

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability 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 your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.