

Position Description

A LEADER IN INTERNATIONAL CANCER RESEARCH, PREVENTION, TREATMENT AND CONTROL

Peter MacCallum Cancer Centre aims to lead the way in a new era of cancer care, research, education and control. Our unique laboratory bench-to- bedside approach; highly talented and committed people; new facilities and local and international partnerships all combine in pursuit of our goal to improve and save lives.

AT THE FOREFRONT OF MAJOR TRANSFORMATION: REDEFINING CANCER

Ground-breaking scientific discoveries and life-changing treatments are creating new hope for people with cancer. Advances in molecular and genomic medicine are transforming the way we think about how cancer develops and how we detect and treat cancer. At Peter MacCallum Cancer Centre, our normal days are extraordinary. We relentlessly pursue research discoveries and innovative clinical practices that are game-changers in cancer treatment.

VISION AND VALUES

Peter MacCallum Cancer Centre strives to be *the best in cancer care, accelerating discovery, translating to cures*. How we go about our work is as important as what we achieve. Everything we do is underpinned by our core values, **Excellence, Compassion and Innovation**.

EXCELLENCE We ensure clinical practice is evidence-based, patient-centred, and provided by qualified and experienced staff.

COMPASSION We adhere to the strongest ethical standards to ensure a culture of openness, mutual respect and trust.

INNOVATION We strive to ensure that innovation is fostered by supporting research and a learning culture.

1. POSITION DETAILS

Title	Senior Animal Technician	Division	Research
Department	Models of Cancer Translational Research Centre	Location	Melbourne
Enterprise Agreement (or its successor)	Allied Health Professionals		
Classification	BV1-ON18		
Immunisation Risk Category	Category A: Position involving direct patient contact, potential for exposure to blood, body fluid, human tissue specimens during course of a normal working day		

Position Summary	The Models of Cancer Translational Research Centre conducts pre-clinical experiments in mouse models for exploring and developing new drugs, therapies and imaging agents. This position is primarily to provide technical assistance to plan, schedule and carry out <i>in vivo</i> experiments including data collection. Working as part of a team, the senior animal technician is responsible for: • Health monitoring of experimental mice, including decision-making according to pre-defined monitoring criteria. • Preparation of drugs and live cells in the laboratory. • Performing experimental techniques on mice as an investigator in accordance with SOP's, AEEC approvals and guidelines. • Meticulous adherence to experimental protocols and record-keeping. • Real-time data entry and reporting from electronic databases. • Compliance with laboratory safety, radiation safety, and general safe work practices. • Maintaining high animal ethics standards and compliance with all animal welfare obligations. • Directly reporting experimental events to team or Principal Investigators. • Effective communication within the team and with collaborating investigators.
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Position Reports to	Direct	Head, Models of Cancer Translational Research Centre
	Indirect	
Number of Reports	Direct	Nil
	Indirect	Nil
Decision Making Authority	Nil	
Key Relationships	Internal	• Translational Research Centre Staff • Staff and Students of Cancer Research Division • Principal Investigators • Animal Facility Staff
	External	

2. SELECTION CRITERIA

Essential Requirements	• Diploma of Animal Technology (or equivalent) • Experience working at a high level of independence and responsibility in an Animal Facility • Extensive experience in the care of experimental mice in PC2 environment.
Desirable Requirements	• Experience with cell culture and/or laboratory skills (e.g. pipetting, centrifuging). • Experience with xenograft experiments in mice.

3. KEY ACCOUNTABILITIES

Key Accountabilities	Demonstrated by / Key Performance Indicators
1. Planning, Scheduling and Running Pre-Clinical Mouse Experiments	• Demonstrates competence in preparing and working from experimental plans using established experimental templates. • Effective communication and real-time task management using electronic documents. • Demonstrated ability to cross-reference experimental protocols against SOPs, animal ethics approvals and project timelines. • Accurate and timely entry of data in monitoring and experimental records. • Accurate and precise preparation of drugs, including cytotoxic agents. • Reliable sterile technique with cell culture and harvesting. • Maintaining a clean and organised laboratory environment.
2. Performing Experimental Techniques on Mice	• Thorough and accurate observation of mouse health and welfare. • Competence in performing various experimental procedures including injections, drug dosing, irradiations, imaging scans, and minor surgical procedures under anaesthesia. • Commitment to training and practice for new experimental techniques and adherence to standard operating procedures. • Meticulous adherence to high animal welfare standards.
3. Participation across Translational Research Centre	• Regular attendance and presentation at laboratory meetings. • Participation in laboratory-wide or shared tasks (e.g. cleaning, stocking, maintenance rosters). • Assistance with training for TRC staff and external staff/students. • Assistance across TRC projects where required, including learning and practicing new skills.

4. Compliance with Translational Research Centre and PeterMac Research expectations, and commitment to values	• Up-to-date records of all mandatory and job-specific training courses. • Prompt disclosure of any conflict of interest for all commercial or project-based research. • Maintenance of commercial confidence, protection of sensitive information and compliance with any non-disclosure conditions. • Mandatory reporting of safety incidents, near-misses and identified risks. • Commitment to inclusive, diverse and respectful workplace culture.
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4. ACCEPTANCE AND AGREEMENT

All Peter MacCallum team members must:

- Demonstrate and role model Peter Mac values.
- Comply with all Peter Mac Policies and Procedures.
- Comply with the Requirements of the National Safety & Quality Health Service Standards.
- Work in accordance with the Data Accountability Framework to maintain data integrity.
- Complete and maintain all mandatory training relevant to area of practice.
- Participate in Peter MacCallum Cancer Centre's performance development process as required.
- Contribute to a safe and healthy working environment.
- Report unsafe work practices in the incident reporting system.
- Promote a no blame culture of safety and wellbeing.
- Maintain working knowledge of emergency procedures and location of emergency equipment.
- Take all reasonable steps to prevent bullying, discrimination and harassment in the workplace.
- Observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- Be able to travel between campuses as necessary for their role.

Peter Mac strongly supports patients in expressing their wishes and values. Clinical staff are encouraged to engage in Advance Care Planning (ACP) discussions with patients.

Peter Mac complies with the legislative requirements of the *Voluntary Assisted Dying Act 2017* and the organisation supports its community in accessing their rights under this legislation. Peter Mac respects the rights of staff to choose to participate or not.

Peter Mac has a zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously. For more information refer to Peter Mac's Child Safe Policy.

Peter MacCallum Cancer Centre is an equal opportunity employer and is committed to providing for its employees a work environment which is free from harassment or discrimination.

Peter MacCallum Cancer Centre is a smoke-free environment.

ACCEPTANCE

I have read, understood and agree that this position description represents the duties, responsibilities and accountabilities expected of me in my employment in this position. I understand Peter MacCallum Cancer Centre reserves the right to modify position descriptions as required, and I will be consulted when this occurs.

Your acceptance is recorded via e-Recruit.

Privacy Statement: Information may be collected and stored for the purpose of recruitment and selection. The information will only be used and disclosed for the primary purpose of its collection. Some exceptions exist. These may be obtained from the People and Change department.