



# Position Description

## Animal Welfare Officer

Research Integrity Unit

Office of the Pro Vice-Chancellor (Research and Innovation)

**Classification** 8

**Delegation band** [Delegations and Authorisations Policy \(see Section 3\)](#)

**Special conditions** Nil

**Workplace agreement** [Charles Sturt University Enterprise Agreement](#)

**Date last reviewed** 14 July 2022



# About Charles Sturt University

## Purpose

The Wiradjuri phrase *yindyamarra winhanganha* means the wisdom of respectfully knowing how to live well in a world worth living in. This phrase represents who we are at Charles Sturt University – our ethos. It comes from traditional Indigenous Australian knowledge, but it also speaks to the vision of the university – to develop and spread wisdom to make the world a better place.

## Vision

Charles Sturt University is set to undergo a decade of great reform that will see the university characterised by these key elements:

- An uncompromising drive towards excellence in every aspect of its operations
- A far-reaching strategic re-positioning of teaching, learning, research, and innovation
- A cementing of our position as Australia's pre-eminent rural and regional university

The overarching aim is to consolidate our institution so that it is demonstrably more resilient and sustainable by the end of the decade.

## Goals

To deliver on our purpose and vision, the university has three key goals:

1. Maintain the university's position in the top five Australian universities for graduate outcomes based on employment and salary
2. Embed a culture of excellence across all aspects of the university's operations
3. Exponential growth in research, development, and innovation income in our chosen areas, delivering high impact outcomes for regional Australia

## Our values

Charles Sturt has a proud history and is fortunate to have an outstanding group of diverse, passionate, and engaged people working with us. Our values of insightful, inclusive, impactful, and inspiring guide our behaviours and ways of working to help us achieve our ethos of creating a world worth living in.

## Performance measures

In addition to the principal responsibilities all staff are required to contribute to the success of the university strategy including meeting university's eight key performance indicators:

|                                  |                                                                                                                         |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <b>Our Students</b>              | <ul style="list-style-type: none"><li>• Commencing progress rate</li><li>• Student experience</li></ul>                 |
| <b>Our Research</b>              | <ul style="list-style-type: none"><li>• Research income</li><li>• Research quality and impact</li></ul>                 |
| <b>Our People</b>                | <ul style="list-style-type: none"><li>• All injury frequency rate</li><li>• Engagement</li></ul>                        |
| <b>Our Social Responsibility</b> | <ul style="list-style-type: none"><li>• Underlying operating result</li><li>• Community and partner sentiment</li></ul> |



## Office of the Deputy Vice-Chancellor Research

Charles Sturt University is a community minded organisation with strong links to industry, government and other educational organisations through research and courses. Our vision is to be Australia's leading regional university, advancing the careers of our students, inspiring research excellence and driving regional outcomes with global impact. We collaborate with our partners on research with global impact.

The Deputy Vice-Chancellor (Research) (DVCR) is responsible for research; research training; partnership with industry and end-users to enhance research and maximise research impact; the commercialisation agenda; national and international partnerships; research ethics and compliance. Through the DVCR portfolio the university will grow our strategic and applied research in core focus areas through strong industry, government and regional partnerships, expertise in digital and excellence in delivering research outcomes.

## Research Integrity Unit

The Pro Vice-Chancellor (Research and Innovation) (PVC R&I) supports the DVCR as a key member of the portfolio leadership team. The PVC R&I has specific responsibility for leading the research strategy implementation, provides leadership and develops strategic initiatives for internal research support schemes, research services and graduate studies. In addition, the PVC R&I is the key liaison with Faculty and industry.

The Research Integrity Unit, within the Office of the PVC R&I, promotes and enables the responsible conduct of research and teaching at Charles Sturt University. The Unit provides advice on all aspects of research ethics and integrity and supports the University's Human Research Ethics Committee, Animal Care and Ethics Committee, Biosafety Committee, Defence Trade Control Committee and the Radiation Safety Committee.

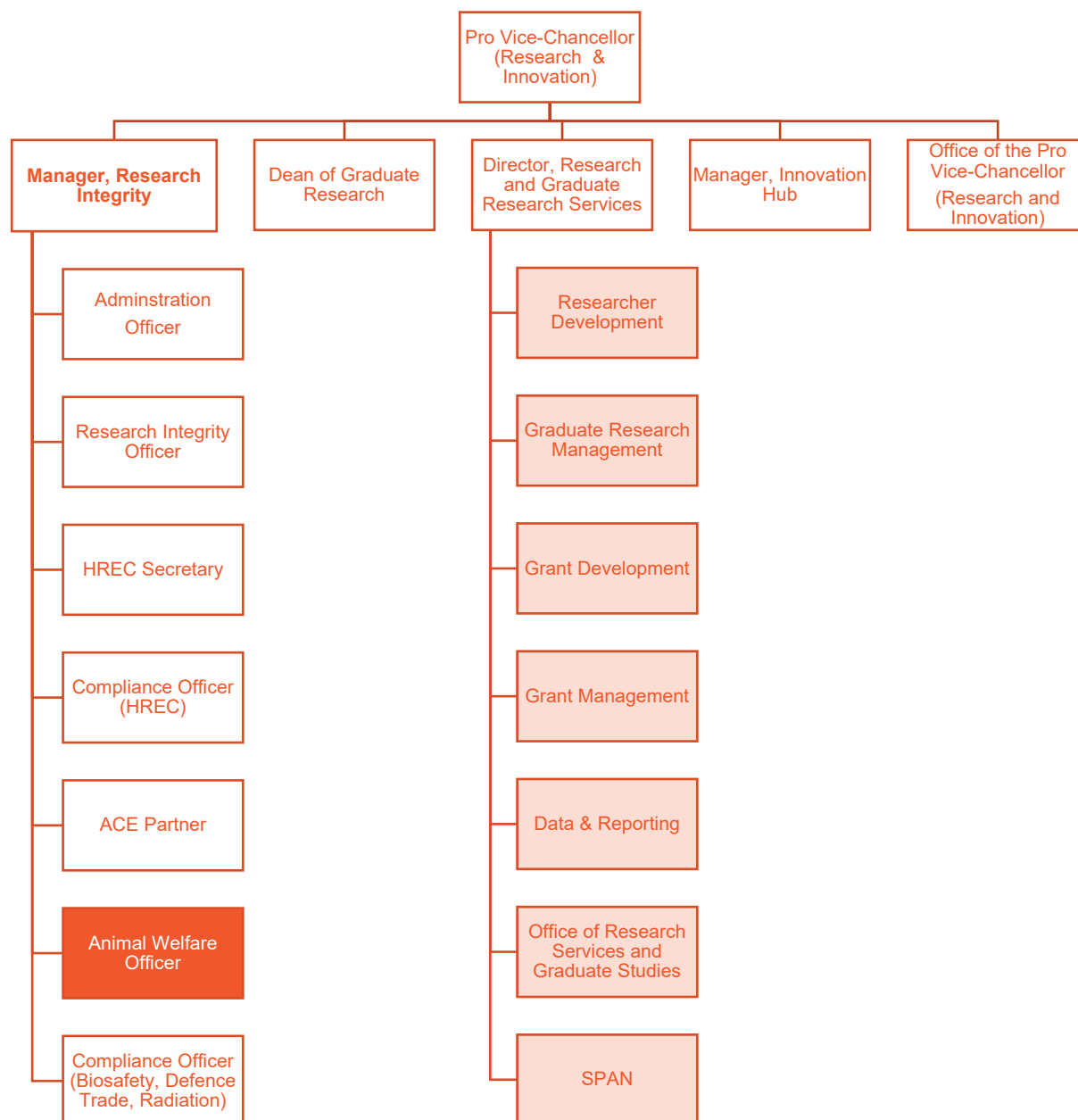
The Research Integrity Unit has a fundamental responsibility to support the University's compliance with:

- *The Australian Code for the Responsible Conduct of Research*
- *The National Statement on Ethical Conduct in Human Research*
- *The Code of Ethics for Aboriginal and Torres Strait Islander Research*
- *The Australian code for the care and use of animals for scientific purposes*
- *Various legislative instruments relating to biosafety, defence trade and radiation safety*

Together, these reference materials establish a framework for responsible research conduct and provide a foundation for high-quality research, credibility and community trust in the research endeavour.



## Organisational chart



## Reporting relationship

**This position reports to:** Manager, Research Integrity

**This position supervises:** NA



## Key working relationships

- Animal care and ethics committee
- University researchers and academics
- University technical and animal support roles
- University audit and compliance roles
- Government departments and regulators
- Other institutions accredited to use animals for scientific purposes

## Position overview

The Animal Welfare Officer provides high quality advice and support, technical expertise and compliance and policy leadership on matters relating to animal care, welfare and usage in teaching and research at Charles Sturt University. The Animal Welfare Officer serves as the University's primary stakeholder adviser and animal advocate in relation to matter of animal welfare.

The Animal Welfare Officer works collaboratively to ensure the principles of animal ethics are fulfilled, the obligations of animal welfare are met in accordance with relevant legislative instruments and that the standards of care and use of animals in teaching and research are continually improved. The Animal Welfare Officer has a role in developing and implementing robust systems and processes to underpin these principles, standards and obligations as well as training and educational initiatives relevant to legislation and guidelines.

## Principal responsibilities

- Provide expert scientific and technical advice on animal welfare to stakeholders within the university.
- Provide expert advice in relation to ethical decision making relevant to the use of animals for scientific purposes, to stakeholders within the University especially the Animal Care and Ethics Committee.
- Work collaboratively with stakeholders to achieve consistently positive animal welfare and continuous improvement in all aspects of regulatory compliance.
- Develop and promote evidenced based training and education that facilitates positive animal welfare and integrates this as a primary consideration in university culture.
- Maintain currency with developments in the areas of animal welfare, animal welfare science and the ethics of animals use, including familiarity with the Australian code for the care and use of animals for scientific purposes and other legislative instruments.
- Provide leadership in, and support for, the development and implementation of policy and procedure related to the care and use of animals for scientific purposes including in the assessment of competence for the care and use of animals.
- Provide advice on managing adverse events and assist in the management of disease outbreaks and emergencies involving animals.
- Act as a delegate for the Animal Care and Ethics Committee where relevant, including in the monitoring of authorities, suspension of authorities where necessary, and inspection of facilities.



- Other duties appropriate to the classification as required.

## Role-specific capabilities

This section comprises capabilities from the Charles Sturt [Capability Framework](#) identified as essential or critical for success in this role.

|                         |                                                                                                                |
|-------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>Live our values</b>  | Uphold the Charles Sturt University values daily in our own behaviours and interactions with others.           |
| <b>Take action</b>      | Weigh up risks and make prompt decisions, backing ourselves and each other (delivery of strategies, projects). |
| <b>Network</b>          | Bring people together and build relationships that deliver desired benefits and outcomes.                      |
| <b>Influence</b>        | Create compelling arguments to persuade others and promote ideas that add strategic value.                     |
| <b>Write and report</b> | Write clearly, succinctly and correctly, convince through writing, avoid jargon, structure information.        |
| <b>Analyse</b>          | Analyse information, probe for clarity, produce solutions, make judgements, think systemically.                |

## Physical capabilities

The incumbent may be required to perform the following.

- Work in other environments beyond your base campus, such as other campuses or at the location of research projects.
- Attend animal facilities and encounter multiple species.
- On occasion drive a vehicle distances up to 500km per day within the terms of the university's [Driver Safety Guidelines](#).
- Perform in an accurate and timely manner push/pull, reaching, grasping, fine manipulation tasks, including lifting items up to 10kg.



## Selection criteria

Applicants are expected to address the selection criteria when applying for this position.

### Essential

- A. A degree in veterinary science and eligibility for veterinary registration in New South Wales with substantial extension of the theories and principles, normally requiring significant relevant graduate experience; or equivalent qualifications and experience in animal welfare.
- B. Demonstrated experience in animal welfare with an understanding of the regulatory framework and ethics involved in the care and use of animals in teaching and research.
- C. Highly developed problem solving skills that can be applied to complex issues and processes with the ability to use initiative, apply sound judgement and discretion.
- D. Ability to build and maintain effective working relationships and act with diplomacy and discretion when dealing with sensitive and confidential matters.
- E. Demonstrated experience in the development and implementation of policy, procedure and other instructional documentation.
- F. Demonstrated success in the development and delivery of training and education programs to a range of audiences.
- G. Class C driver's licence.

### Desirable

- H. Experience in the higher education sector.
- I. An understanding of the principles of research ethics and how they can guide research.



## New South Wales



● - Capital city ● - Campus location

