

JOB PROFILE TITLE	Animal Facility Officer - Laboratory Animal Services - HEO6
JOB PROFILE ID	P_CAT21334_HEO6
JOB CATEGORY	Professional
JOB FAMILY	Technical Support
COMPENSATION GRADE	HEO6
MANAGEMENT LEVEL	19 Individual Contributor

JOB PROFILE SUMMARY

PRIMARY FUNCTION

The primary function of the Animal Facility Officer is to oversee the operation of animal facilities and the development and implementation of systems and processes to ensure efficiency and quality of service. The role provides an important link between departmental management and technical service delivery. Through leadership of animal care staff, relevant experience and technical proficiency, the incumbent will provide both supervisory guidance and practical input towards achieving the outcomes required of the department.

Provision of routine inspections on weekends and delivery of essential animal husbandry tasks on public holidays may be required. The jobholder may also be required to provide specialist support and advice outside of business hours.

Staff performing this role are responsible for the care of animals and therefore their work pattern will be in accordance with clause 169 c(i) of the University of Sydney Enterprise Agreement (i.e., they will work 38 hours per week as their ordinary weekly full-time working hours as regulated by schedule 4 of the Enterprise Agreement).

DECISION MAKING AND DELEGATIONS OF AUTHORITY

The Animal Facility Officer works under general direction and is expected to utilise their training, technical expertise, and scientific knowledge to resolve routine matters relevant to their key accountabilities. They will resolve routine problems relating to the delivery of efficient and effective research services on a timely basis, escalating issues to their supervisor when required. Problems that cannot be resolved or are outside the scope of their key accountabilities are referred to the Associate Director for guidance and/or resolution. The Animal Facility Officer will be expected to prioritise his/her work to meet reasonable deadlines, obligations to other team members and service continuity requirements.

KEY RELATIONSHIPS

Relationships	Position Title
Supervisor	34446 Associate Director, Laboratory Animal Services - Dr Maria Wynne
Direct Reports	
Peer Relationships	Refer to the organisational charts in Workday to view peer relationships relevant to your role. Please Note- This option is only available to University staff.

RESPONSIBILITY DESCRIPTION

1. Provides advice, sound technical research support and assistance to researchers, students and other technical staff working in the facility.

- Provide supervision and leadership for animal care staff to ensure high standards of animal care and an efficient service.
- Supervise routine animal husbandry, breeding and technical tasks including all aspects of animal husbandry and associated required tasks including record keeping, health monitoring, tissue collection, breeding program development and advice on animal welfare and best practices for animal care. When required, participate in routine and advanced technical services.
- Provides timely, effective, sound technical support and advice to staff, researchers and students working in the facilities.

2. Provide support and advice to the Associate Director, LAS.

- Foreshadow any areas of risk, lack of compliance or breaches in legislation relating to animal research.

3. Coordinates the animal facility ensuring that the research requirements of the work area are met effectively.

- Monitors technical equipment and infrastructure, reporting issues or faults, ensuring that repairs and/or preventative maintenance is undertaken appropriately in a timely manner and in accordance with appropriate approval procedures.
- Coordinates cleaning and ensures that cleaning and waste disposal are conducted efficiently and promptly in accordance with laboratory and workplace health and safety standards.
- Organises inventory and purchase of consumables, in line with budgetary constraints, ensuring that an adequate supply of consumables is available for the projects that the Researchers are engaged in, and the daily needs of the facility are met.
- Monitors and regularly evaluates existing apparatus, equipment, hardware, software, and electronics to improve and contemporise where appropriate and needed.
- Prepares and carries out demonstrations and training for inductions including external contractors.
- Assists in the maintenance of a positive and productive environment to support effective and efficient delivery of research services aligned to stakeholder needs.

4. Ensures animal facility is compliant with Workplace Health and Safety requirements.

- Maintains animal facility in a clean and safe condition, hazardous chemicals are stored and disposed of appropriately and ensures that the work area and equipment is compliant with workplace health and safety requirements.
- Maintains Workplace Health and Safety records, as per the University's (and Northern Sydney Local Health District (NSLHD) if located at the Kearns Facility) Workplace Health and Safety policy, ensuring that WHS matters requiring attention are addressed appropriately.
- Participates in preparing risk assessments and safe work procedures for equipment, chemicals, and procedures within the animal facility.
- Supports and provides advice on the operational needs and appropriate upgrades of facilities and capabilities in the work area, including recommendations for improvements to ensure continued safe work practices are in place in the animal facility.
- Assists in the implementation of the University (and NSLHD if located at the Kearns Facility) WHS Policy, by pro-actively engaging researchers and staff in the development of a safe workplace environment for staff and students.
- Trains staff, visitors, and students (where appropriate) in the safe operation of animal facility equipment and procedures.

5. Ensures animal facility is compliant with regulatory requirements.

- Supervise and ensure effective implementation of programs to respond to, or ensure regulatory compliance in, the areas of animal welfare (DPI, AEC requirements), Australian Quarantine and gene technology (OGTR, IBC/Biosafety requirements).

6. Prepares reporting and documentation.

- Participate and contribute to staff and other scheduled meetings including providing reports on the areas of responsibility and chairing and minuting meetings.
- Develops, documents, and implements procedures to meet the needs of the staff and researchers in the facility.
- Coordinates data capture, data analysis and report preparation to meet the regulatory requirements including reports for AEC annual returns, government reporting and Animal Suppliers License.
- Maintains/monitors animal models, documents, and maintains animal records and records animal wellbeing for the purposes of animal ethics reporting.
- Co-ordinates and prepares financial invoicing and journals for services provided.



RESPONSIBILITY DESCRIPTION

7. Is the central point for communications regarding facility operations

- Provides concise, regular communication to all stakeholders on operations and responds to queries.
- Organises user group meetings and disseminates outcomes of the meetings to all users and staff.

8. Undertakes ad-hoc projects and other activities.

- Performs work activities relevant to the role's key accountabilities as approved by the Associate Director and commensurate to the role's classification level.

EDUCATION

Education	Required
Other - An equivalent combination of training and experience.	
Tertiary qualifications - In a relevant field	

CERTIFICATIONS

Certificate	Required
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SKILLS

Skills	Required
Ability to recognise, initiate appropriate responses to and provide general oversight for the management of problems with equipment, building fabric and building services relevant to good animal house operation. Sound working knowledge and acute awareness of safety regulations and operating procedures within the laboratory environment including experience in working with hazardous substances with well-rounded experience in implementing safety procedures relevant to animal facilities.	X
Ability to work both independently and as part of a team, taking initiative and exercising sound judgement in resolving matters that may arise as part of normal daily work. Ability to maintain good relationships with fellow team members and research staff; excellent verbal communication skills.	X
Demonstrated ability to organise and prioritise work, sometimes under pressure, with competing priorities and sometimes limited supervision.	X
Demonstrated knowledge of regulatory requirements including animal ethics, OGTR, PC2, SPF, AQIS, WHS and ARRP. A commitment to animal welfare and to the use of animals in research conducted in accordance with the NSW Animal Research Act. An understanding of the key principles of the NSW Animal Research Act and Commonwealth Gene Technology Act relevant to the activities of Laboratory Animal Services. Ability to collect and prepare data for reporting to meet statutory requirements.	X
Excellent verbal and written communication skills, with proven ability to apply theoretical knowledge and techniques to meet the key accountabilities. Ability to communicate clearly to multiple stakeholders and support research outcomes as well as ensure regulatory compliance. Able to prepare written documents such as SOPs and guidelines. Intermediate to advanced computer skills; Proficient with office software and experience in the operation of vivarium management software.	X

Work Experience

Work Experience	Required
Demonstrated experience in animal research procedures and the ability to train staff and researchers in procedures and provide facility and PC2 inductions. Proficiency in routine laboratory animal handling and husbandry and in laboratory animal technical skills including basic surgical skills, sample collection and injection techniques. Experience in developing breeding and husbandry protocols.	X
Experience with supervising staff, performance planning and development (PPD) and rostering. Ability to build a team with a vision and purpose.	X