



Position Description

College/Division:	ANU College of Health and Medicine
Faculty/School/Centre:	John Curtin School of Medical Research
Department/Unit:	Australian Phenomics Facility
Position Title:	Head of Animal Services
Classification:	SM3
Position No:	18312
Responsible to:	Director, John Curtin School of Medical Research
Number of positions that report to this role:	6-8 directly 45+ indirect
Delegation(s) Assigned:	D5

PURPOSE STATEMENT:

The Australian Phenomics Facility (APF) is a key research infrastructure component of the ANU's biomedical research discipline and provides a vital research services across the ANU and wider Australian research community. The Head of Animal Services will provide senior management and strategic direction and leadership for the delivery of research animal services including excellence in service delivery, maintenance of animal welfare and husbandry standards, budget management and veterinary advice and consultancy.

KEY ACCOUNTABILITY AREAS:

Position Dimension & Relationships:

Under the broad direction of the Director, the Head of Animal Services will work with JCSMR management and College management to maintain the provision of excellent animal services to internal and external clients, stakeholders and collaborators. The Head of Animal Services oversees the coordination of colony maintenance and providing specialist support in the way of veterinary advice and expertise. The position is responsible for the management of the legislative and statutory requirements as they relate to animal welfare within a research animal facility.

Role Statement:

- If appropriate, provide veterinary advice and expertise to all species within the APF and as requested across the ANU including treatment, colony health and maintenance, surgery and disease control as required.
- Manage four significant managerial components. The building operations and logistics in terms of its systems and fabric, the running of the animal services, the veterinary welfare of the animals, and the oversight of the technical services.
- Responsibility for the maintenance of the animal services budget and ensuring efficiency whilst maintaining excellence in APF service quality standards.
- Development of technical and administrative staff including managers and animal care technicians, performance management, discipline and career development.
- Manage the facility with utmost concern for all work health and safety policies and issues.
- Management and input into the strategic direction of the facility, advising the Director (JCSMR) on innovation including client expansion, business development and pricing structures.
- Management of research animal services within University policies and adherence to the statutory obligations and legislative requirements relative to the facility.
- Oversee the proper ethical management and use of animals by users and staff of the facility.
- Participation in committees, meetings, forums and other workgroups relevant to the position and across the University as required.
- Undertake reporting requirements to the School and College on relevant matters including animal welfare, budget matters and other relevant services.

- Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.

SELECTION CRITERIA:

- A degree in Veterinary Medicine is highly desirable, or a post graduate degree in animal technology or relevant area AND extensive relevant expertise in the field of laboratory animal management and provision of strategic policy
- Proven excellent interpersonal skills providing leadership to a high number of staff including managers and technical staff and also develop working relationships with academic and professional staff and internal and external stakeholders
- Demonstrated experience to delivering excellent animal services at a high quality and within the legislative requirements as set by government and University bodies
- Proven experience in managing complex budgets including cost recovery and operational costs in an efficient manner and predicting and managing changes in budget pressures
- Experience in managing quality systems and applying process driven strategies to workflow and efficiency management.
- Proven ability to respond quickly to change, approach management with an innovative mindset and lead others to accepting and moving with changes as they occur.
- A demonstrated high level of understanding of equity and diversity principles and a commitment to the application of EO policies in the University context in general and the College in particular.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Supervisor/Delegate Signature:		Date:	
Printed Name:		Uni ID:	

References:[General Staff Classification Descriptors](#)[Academic Minimum Standards](#)



Australian
National
University

Pre-Employment Work Environment Report

Position Details

College/Div/Centre	College of Health and Medicine	Dept/School/Section	JCSMR
Position Title	Head of Animal Services	Classification	SM3
Position No.	18312	Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see 'Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a regular or occasional part of the duties.			
TASK	regular	occasional	
key boarding	☒	☐	
lifting, manual handling	☐	☒	
repetitive manual tasks	☐	☐	
Organizing events	☐	☐	
fieldwork & travel	☐	☐	
driving a vehicle	☐	☐	
NON-IONIZING RADIATION			
solar	☐	☐	
ultraviolet	☐	☒	
infra red	☐	☐	
laser	☐	☐	
radio frequency	☐	☐	
CHEMICALS			
hazardous substances	☐	☒	
allergens	☒	☐	
cytotoxics	☐	☒	
mutagens/teratogens/ carcinogens	☐	☒	
pesticides / herbicides	☐	☐	
TASK	regular	occasional	
laboratory work	☒	☐	
work at heights	☐	☐	
work in confined spaces	☐	☐	
noise / vibration	☐	☐	
electricity	☐	☐	
IONIZING RADIATION			
gamma, x-rays	☐	☐	
beta particles	☐	☐	
nuclear particles	☐	☐	
BIOLOGICAL MATERIALS			
microbiological materials	☐	☒	
potential biological allergens	☐	☐	
laboratory animals or insects	☒	☐	
clinical specimens, including blood	☐	☐	
genetically-manipulated specimens	☐	☒	
immunisations	☐	☐	
OTHER POTENTIAL HAZARDS (please specify):			