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POSITION DESCRIPTION

Animal Services Manager

Position Level

8

Faculty/Division

Division of Research & Enterprise

Position Number

ADMIN ONLY

Original document creation

August 2022

Position Summary

Animal Services is responsible for supplying animals and managing the majority of facilities used for animal research on UNSW's Kensington & Randwick campuses.

The Animal Services unit has an overall objective and responsibility to deliver the highest standards of animal welfare and ethical conduct under conditions of current best practice and regulatory compliance while meeting the needs of UNSW researchers.

The Animal Services Manager provides high quality technical and administrative support to the Animal Services facilities by overseeing the efficient daily operations of the various research facilities & assisting the Director in leading a team of Animal Technicians and Technical Assistants. The Animal Services Manager coordinates workflow to ensure the research laboratory, equipment and animals are safely and efficiently managed in accordance with current legislation and the Australian Code for the Care and Use of Animals for Scientific Purposes.

The role of Animal Services Manager reports to the Director of Animal Services and has a team of up to 7 animal facility staff reporting to them across facilities on the Kensington and Randwick campuses

Accountabilities

Specific accountabilities for this role include:

- Manage the maintenance and operation of multiple animal research facilities including oversight of the coordination of efficient day-to-day management of equipment, infrastructure and services as well as the planning, maintenance and scheduling of operations.
- Manage relationships with UNSW Estate Management (EM) over environmental conditions, refurbishments, equipment repairs and preventative maintenance. Ensure EM and Director of Animal Services are aware of any issues that may impact the smooth operation of the Animal Services facilities.

- Work closely with the Director of Animal Services in developing advice and recommendations to improve efficiency and promote a culture of continuous improvement by consulting with relevant stakeholders, reviewing existing infrastructure, service delivery, systems, policies and procedures in order to recommend opportunities for improvement.
- Responsible for the casual workforce including managing and hiring the casual pool of staff, ensuring casual staff have met all training requirements and coordinating weekend and public holiday roster.
- Work closely with the Director in managing and prioritising workloads for the team by establishing priorities & allocating tasks to ensure key objectives of the team are met.
- Promote a supportive culture within the team by encouraging accountability, initiative and continuous professional development.
- Assist, where required, in the administration function within the facility, which includes (but is not limited to) ensuring sufficient consumables are available for the running of the facility and purchases of animals are made in accordance with researcher's needs.
- Ensure hazards and risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within your area of responsibility
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

- A degree in Biomedical Science, or a degree in Animal and Veterinary Technology, or an associate diploma in Animal Technology combined with relevant experience with laboratory animals in a research environment, or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- Extensive experience in staff management and effectively leading a team of technical staff.
- Proven technical capabilities in areas aligned with PC2 animal laboratory environment and research activities, with proven ability to investigate, analyse and resolve technical, operational and logistical issues.
- Experience of working and liaising with a range of stakeholders within a PC2 lab environment, including EM, Health and Safety & other contractors.
- Effective communication and influencing skills, including the ability to interact effectively with stakeholders of various backgrounds and levels of seniority.
- Effective organisational skills, with proven ability to establish work priorities for self and others, using initiative to meet deadlines whilst providing excellent customer service to stakeholders.
- Demonstrated ability to contribute to strategic planning, and policy formulation and implementation.
- Demonstrated competency in electronic records management, particularly in the use of laboratory animal management software or laboratory information management systems (LIMS).

- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.