



POSITION DESCRIPTION

Position Title:	Animal Welfare Officer
Classification:	HEW Level 8
Establishment No.:	7007555
Reporting to Title & Position No.:	Director, Research impact and Integrity (7008840)
School/Office:	Research Services
Division:	Research, Enterprise and International

Context:

Western Sydney University is a modern, forward-thinking, research-led university, located at the heart of Australia's fastest-growing and economically significant region, Western Sydney. Boasting 11 campuses – many in Western Sydney CBD locations – and more than 200,000 alumni, 49,500 students and 3,500 staff, the University has 14 Schools with an array of well-designed programs and degrees carefully structured to meet the demands of future industry.

The University is ranked in the top two per cent of universities worldwide, and as a research leader, over 85 per cent of the University's assessed research is rated at 'World Standard' or above.

The University's strategic plan, Sustaining Success: 2021-2026, articulates the University's values and commitments of being or providing:

- Excellence guided by the principles of sustainability, equity, transformation and connectedness.

The University's clear mission is to create thriving communities by producing successful graduates and impactful research. The mission is driven by four strong values:

1. Boldness
2. Integrity
3. Fairness
4. Excellence.

Research Services are responsible for providing integrated administrative and management support for researchers and research activity across the University, with a strong focus on research development, income generation, ethical review and the coordination of research student training and development.



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Position Purpose:

Western Sydney University is investing significantly into developing our research profile. This role will be a key position in shifting the culture towards a greater level of research intensity.

The primary role of the Animal Welfare Officer is to:

- Ensure the welfare of animals used in research and teaching by staff and students at the University.
- Provide contemporary and up-to-date technical advice and training to researchers, students and staff in medical and surgical techniques
- Provide, through close liaison with the Animal Ethics Committee, leadership in the maintenance of standards of animal care and use across the University.
- Provide professional veterinary advice to researchers and students.

The Animal Welfare Officer will be required to build relationships within the office, the broader University and across the sector. This role will be required to travel to the facilities across a number of campuses for meeting and inspections.

Dimensions:

Number of direct reports: This position has no supervisory responsibility

Titles of direct reports: N/A

Number of indirect reports: There are no indirect reports to this position

Major Responsibilities	Accountabilities
1. Contribute to the monitoring of the care and use of animals in the University in accordance with all relevant legislation and ethical standards 2. Provide expert advice to researchers and managers on effective animal care and animal management practices. 3. Assist in monitoring the University's compliance with relevant legislation at all times.	• Feedback from ACEC and external regulatory bodies such as the Department of Primary Industries. • Researcher feedback. • Adherence with regulatory requirements.



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4. Provision of expert advice to relevant University bodies regarding development of animal facilities and policy that impact upon animal welfare. 5. Assist and advise animal users in the day-to day operations including reviewing and providing advice about animal ethics applications and attending ACEC meetings. 6. Ensure all researchers, staff and students involved in the care, management and use of animals for teaching and research have received adequate contemporary training in animal use techniques, initiating and delivering that training and related materials as necessary. 7. Monitor processes in the management and care of animals, including inspecting all animal holding facilities associated with the University's activities involving animals to ensure compliance with the legislation governing animal research in NSW. 8. Develop, in consultation with the Animal Care and Ethics Committee and Animal facility managers, procedures for reporting and monitoring adverse events, including investigation, resolution and quality improvement. Ensure unexpected disease incidents and animal deaths are investigated as a basis for future prevention strategies. 9. Proactively facilitate communication within the University among researchers, students and staff involved in the use, care and management of animals for teaching and research.	• University complies with animal facility and welfare requirements • Speed of animal ethics application approvals. • Training participation and feedback from researchers on training conducted. • A record of regular inspections of facilities. • University procedures meet ACEC standards and appropriate strategies are developed • All relevant staff are kept informed and up to date with current animal care and management requirements
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10. Input into the development and review of technical policy and procedure documents and standards relating to the care and use of animals in research and teaching. Interpretation and implementation of policy, guidelines and legislation relating to research involving animals.	• Appropriate policies and procedures are developed in accordance with legislative requirements
11. Maintain professional knowledge on all matters relating to the use, care and management of animals for research and teaching. Participate in and contribute to professional development in the field of laboratory animal science and animal welfare.	• Professional knowledge and professional development is maintained

Work Health & Safety Requirements	All staff are required to: • Take reasonable care for their own health & safety • Take reasonable care for the health and safety of others including the implementation of risk control measures within their control • Comply with all reasonable instruction by the university • Participate in activities and programs designed to improve health and safety • Report potential hazards and incidents in the workplace • Notify their supervisor of any injuries or illness that occurs in their workplace
University Expectations	All staff are expected to: • Contribute to the efficient and effective functioning of their team or work unit in order to meet University objectives. This includes demonstrating appropriate and professional workplace behaviours in accordance with the Code of Conduct, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisors; • Participate in the cyclical Career Planning Development Process, which includes an annual review of their performance against agreed operational and performance objectives set in MyCareer Online;



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- Perform their responsibilities in a manner which reflects and responds to continuous improvement;
- Read, understand and comply with all University policies and procedures;
- Undertake risk management and actively support and participate in the risk management processes adopted by the University which include identifying, analysing and evaluating risk that may impact on the University;
- Work at and travel between other University campuses from time to time as may be required during the course of employment;
- Complete all mandatory training such as WHS and equity and diversity online training modules within the first six weeks of commencement with the University. Your supervisor will check to ensure compliance with this mandatory requirement; and
- Demonstrate understanding of the principles of anti-discrimination, staff and student equity, work health and safety and other relevant legislation, and show the willingness and capacity to implement equal employment opportunity and work health and safety plans, policies and programs.

Key Relationships to Position	Purpose of Relationship
Internal: • Chair of the Animal Care and Ethics Committee • Animal Ethics and Biosafety Officer • Animal Facility Managers • Researchers involved in animal research	• Support, advice and provide high level service.
External: • Regulatory authorities such as the Department of Primary Industries	• To be able to seek and provide interpretation on the implementations of the regulatory framework.

Key Challenges of the Position:

- Meeting the competing demands of researchers whilst ensuring full compliance with the regulatory framework.
- Provision of a collaborative service approach.
- Ensuring the that the actions of the researchers working in this highly sensitive area are within the approved scope.
- Ensuring the primacy of the welfare of the animals under the University's care.



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Mandatory Training Requirements:

- WHS Online Modules: 1, 2, 3 & 4
- Equal Opportunity Online Modules
- Privacy Management Online Modules
- Critical Management Conversations
- Orientation Online Modules
- University Orientation Day (for new starters)
- Cyber Security at Western Sydney University
- Reducing the Transmission of COVID-19 at Work
- TRIM

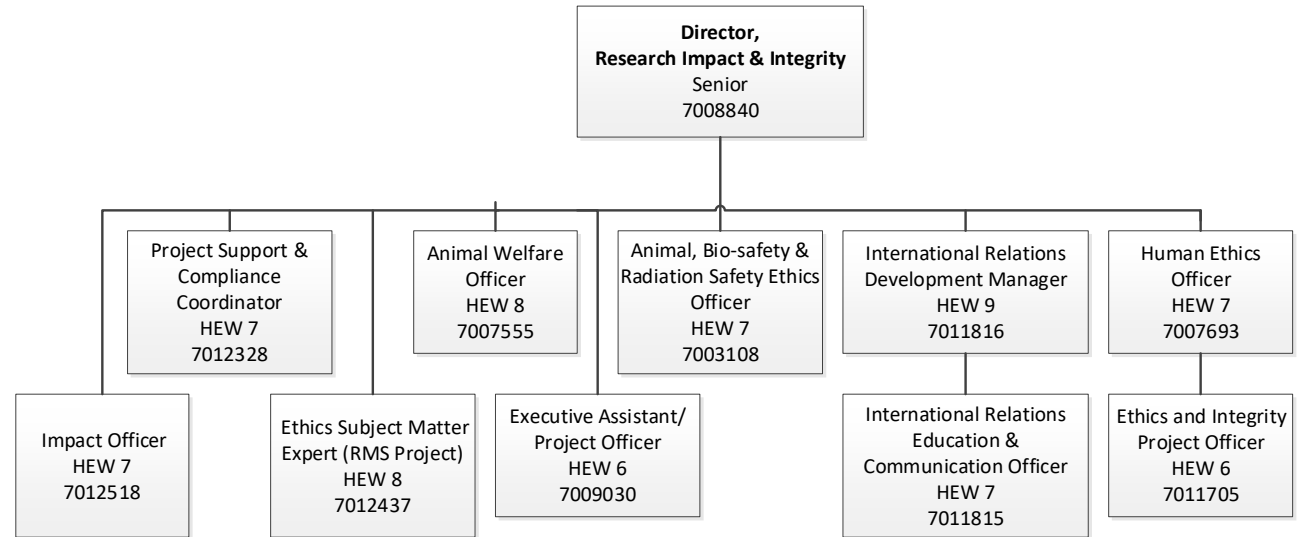
Selection Criteria:

1. A degree in Veterinary Science and eligibility for registration as a veterinarian surgeon in NSW.
2. Demonstrated postgraduate experience in clinical practice with experience overseeing the welfare of a range of animal species used in research and/or teaching, including mice, rats, rabbits and zebrafish.
3. Comprehensive knowledge and demonstrated experience of animal care in a research institution, including regulatory and statutory provisions for housing animals under PC2 conditions, and an understanding of the aims and procedures of investigators using animals for scientific purposes.
4. Demonstrated experience in the interpretation and application of the NSW Animal Research Act, and the Australian code for the care and use of animals for scientific purposes 8th edition (2013).
5. Highly developed interpersonal and communication skills (both written and oral), including an ability to work cooperatively with researchers and research support staff and demonstrated high level of tact and diplomacy to deal with potentially contentious issues sensitively and confidentiality and to prepare documents such as correspondence, briefings, reports, information packages and guidance material.
6. Demonstrated time management and organisational skills with a demonstrated ability to work in a high-pressure environment with tight deadlines.
7. Computer literacy, including word processing, spreadsheet and database skills.
8. A current Drivers Licence



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Organisational Chart:



Position description approved by:

Executive Director, OPC

Date position description approved:

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Date position description updated to
current template:

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