

POSITION DESCRIPTION



Position Title	BioResearch Officer
HEW Level	HEW 4
School / Unit	Research Facilities and Infrastructure
Faculty / Division	Research and Innovation Division
Reports to	Senior Manager, BioResearch Facilities
Direct Reports	Nil
Contract Type	Full time, ongoing

ROLE DESCRIPTION

The incumbent will be report to the Senior Manager, BioResearch Facilities and provide daily care of animals and assist in the management of general operations of the BioResearch Facilities.

The role is responsible for coordinating operations within a specific unit (area) of a research animal facility with strict attention to the requirements of research, biosecurity, animal welfare, and legislation. This position would also involve working with researchers to assist with their animal work at a level commensurate with industry standards.

OVERVIEW OF UNIT/SCHOOL AND POSITION CONTEXT

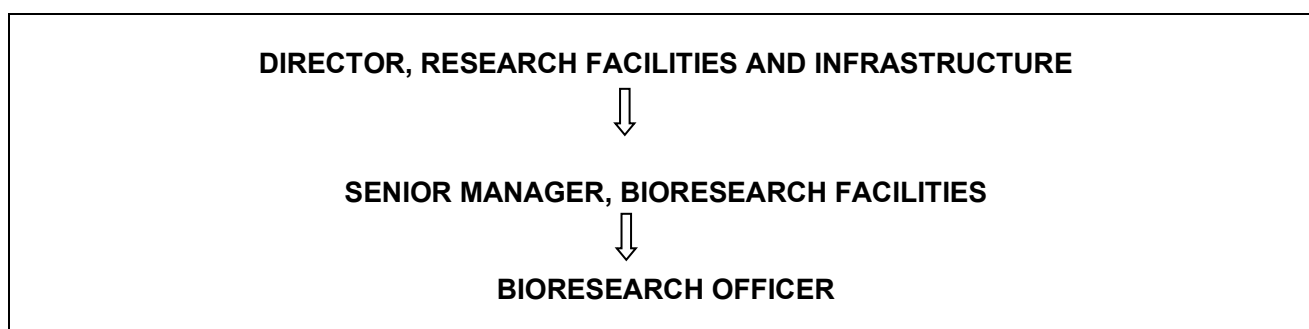
The University of Newcastle stands as a global leader distinguished by a commitment to equity and excellence. Our vision is to be a world-leading University for our regions and create a better future for our regions and the globe. Underpinned by this vision and our values of excellence, equity, engagement and sustainability, the University of Newcastle's Looking Ahead Strategic Plan 2020-2025 outlines the University's commitment to delivering an exceptional student experience and serving our communities.

The Research and Innovation Division is responsible for facilitating and supporting the research enterprise and cultivating a strong and vibrant research culture at the University. The Division works to attract, train and support researchers, and partner with industry to solve real-world problems. Under the leadership of the Deputy Vice-Chancellor (Research & Innovation), the Division is also responsible for implementing a transformative agenda of service delivery in research and the University's commitment to equity and access, while continuing to ensure the foundation of quality assurance, and research excellence. We are reshaping our division with an increased focus on research development and innovation activities to deliver on the Looking Ahead Strategic Plan (2020-2025).

Research Facilities and Infrastructure supports the University's research performance and profile by efficient and effective planning, management and operation of Bioresearch and Central Analytical Facilities. and infrastructure research support activities.

The BioResearch Facility facilitates the housing and management of research animals and provides quality care and technical support to ensure all services align with the University's and legislative requirements, policies and objectives.

ORGANISATION CHART



ROLE RESPONSIBILITIES AND TYPICAL ACTIVITIES

Area of accountability	Core Responsibilities & Typical Activities	Measures of Performance
Animal Care, Maintenance and Operations	Provide routine care for research animals including observing the animals and their environment. Operate and maintain equipment within Animal Services Unit facilities. Participate in research projects as approved by the Senior Manager, BioResearch Facilities or Director, Research Facilities and Infrastructure and the Animal Care and Ethics Committee (ACEC). Perform animal-oriented maintenance functions, such as cleaning of cages, enclosures and materials, and sterilising feed, water, bedding and supplies. Provide competent advice to research staff and BioResearch Attendants about animal-related bio-methodologies and standard operating procedures. Maintain adequate stocks of animal food, bedding and other consumables, and track their usage for cost analysis. Liaise with researchers and BioResearch Facility staff to ensure resources are available to operate the facility correctly and safely.	Tasks carried out in accordance with relevant guidelines to ensure health and safety of animals. Positive feedback from stakeholders. Animals have access to clean bedding, feed and water.

	Ensure the security of all research animals and staff in the BioResearch facility. Manage animal breeding colonies ensuring research needs and ethical requirements are met. Operation of vehicles or machinery involved in logistics, movement of animals and supplies. Demonstrate advanced animal technical skills as may be required to assist in research activities and maintenance/operation of research equipment.	
Supervision, Management and Compliance	Supervise animal attendants in the animal facility to ensure that all animal care tasks are performed in a manner consistent with research requirements, biosecurity regulations and animal welfare in accordance with legislation. Assume responsibility for the daily operations within a defined zone of a BioResearch facility, including broad supervision of BioResearch attendants, to ensure all daily husbandry, monitoring and data entry tasks are completed.	All compliance requirements met.
Data Management	Collect and record data on animal usage and current cage inventory using the electronic animal management system and other electronic resources Maintain accurate records and produce reports about the usage of animals and resources as required by the Senior Manager, BioResearch Facilities, legislation, Animal Care and Ethics Committee, and the institution.	Accurate and up to date data maintained and readily accessible by relevant groups/ internal clients.
Process Improvement	Assist in the development of work practices, standard operating procedures, and cleaning regimes to maintain the research animals in appropriate environments and ensure their health and pathogen-free status without compromising the integrity of research projects. Assist BioResearch Facility management in the review and continuous improvement of facility operations.	Improvements to processes and procedures identified and implemented in agreed timeframe.

POSITION CHARACTERISTICS

Organisational Knowledge	Apply a comprehensive knowledge of University wide policies, programs and activities and of the external environment. Recommend changes and adaptations which improve the efficiency or effectiveness of processes or enhance quality of outcomes.
--------------------------	--

Professional / Industry Knowledge	Extensive understanding of the requirements of BioResearch Facility Standard Operating Procedures, the Animal Care and Ethics Committee, the Animal Research Act and Regulations and Work Health and Safety Legislation. Perform all tasks in accordance with these requirements.
Technical Skills	Demonstrate advanced animal technical skills as may be required to assist in research activities and maintenance/operation of research equipment.
Level of supervision / independence	Work independently in accordance with the general guidance of the Senior Manager, BioResearch Facilities (or Senior Technical Officers) and where established procedures and guidelines relevant to the functioning of the Animal Facility are provided and understood. Provide quality advice on the University's policy and process to colleagues and internal clients.
Problem solving and judgement	Demonstrate analytical and problem-solving skills within relevant rules and guidelines, form conclusions and provide recommendations to inform decision making. Apply tact, discretion and confidentiality in the role. Be able to independently identify priorities and source appropriate information to make informed judgements for the smooth running of the BioResearch Facility. Use knowledge and expertise to identify and recommend solutions to problems within the scope of systems, processes and procedures and contributes to projects or initiatives.
Key relationships (internal & external) & immediate team	Develop and retain effective collaborative relationships with Research Division senior management team and colleagues, academic and professional staff and external stakeholders.
Challenges	Respond to changing research, operational or legislative requirements.
Special Characteristics	Empathy and a commitment to the wellbeing of animals. Ability to work outside of routine business hours when required. Able to participate in weekend/holiday roster.
WWC Check Required	No
Criminal Record Check required	No

EXPECTED BEHAVIOURS

The role is expected to display personal qualities and behaviours consistent with Individual Contributors Level as outlined in the [Leadership Framework](#).

The University's Leadership framework describes six leadership capabilities for both academic and professional staff. At University of Newcastle leaders; shape the future, engage beyond the University, work collaboratively, strive for excellence, drive performance and show courage and respect.

At the University of Newcastle we recognise that while leaders exist at all levels, people face different challenges and demands depending on their leadership level. For each Leadership Capability the behaviours reflect how each capability can be observed at different leadership levels in the University.

INHERENT REQUIREMENTS

This Position Description outlines the major accountabilities/responsibilities and the selection criteria against which candidate's suitability for the position are assessed. As such there are specific job requirements that are referred to as Inherent Requirements. Inherent Requirements refer the ability of the candidate/incumbent to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to own or others health, safety and welfare at work.

An applicant who has any injuries, illness, disorder, impairment, condition or incapacity that may affect the ability to perform the inherent requirements of the position are encouraged to discuss this with the University to assist in the process of identifying reasonable adjustments that may be required to enable the candidate/incumbent to perform the duties of the position.

ESSENTIAL CRITERIA

- Completion of a Certificate 4 / Diploma level qualification in animal technology or veterinary nursing with relevant work-related experience or an equivalent combination of relevant experience and/or education/training.
- A genuine care for animals and an understanding of their needs in the research environment.
- Advanced animal technical skills and knowledge of equipment applicable to animal-based research.
- Demonstrated understanding of research principles, the role of animals in scientific research and legislation relevant to the operation of research facilities.
- Ability to maintain good relationships with fellow team members, research staff and other Units across the University along with good communication skills and the ability to relate to effectively to a range of people.
- Capable of using computers & data entry systems for maintenance of accurate animal records, stock inventory and communications.
- Demonstrated experience in taking ownership and driving innovation, process improvement and contributing to overall corporate operations
- Knowledge of, and experience in adhering to workplace policies and procedures in the areas of work health safety, equity, diversity and promoting a respectful workplace culture.

DESIRABLE

- Current Drivers Licence.
- Experience in operating a research animal facility.
- Experience with genetically modified rodents.

- Experience working in a PC2 environment.

Equity and Diversity, WHS

Knowledge of, and experience in adhering to workplace policies and procedures in the areas of work health safety, equity, diversity and promoting a respectful workplace culture.

PD Last reviewed:	January 2023
--------------------------	--------------