

Position Description



Position title	VJU Training and Compliance Specialist
Professional Staff Collective Salary Level	
Department / School	Technical Services
Faculty / Division	Faculty of Medical and Health Sciences
Reports to (Title)	Technical Manager
Direct Reports	No direct reports
Key Functional Relationships	Other technical staff, academics, students, Property Services, External stakeholders, Animal Welfare Officer, Hazards and Containment Manager and Advisor, External Compliance Experts

MAIN PURPOSE OF POSITION

This position conducts regular compliance audits, ensuring that current SOP's, MPI containment facility compliance, and Animal Welfare standards are being upheld at all times within the area of responsibility. Identify and report, any non-compliance identified to the Technical Manager.

Deliver training programs to staff and researchers that include facility/specialist area Inductions as well as compulsory animal ethics modules and specialist techniques/procedures that support academic research activities.

KEY ACCOUNTABILITIES DELIVERABLES

May involve operational activities from the following portfolios: *(to be agreed by Line Manager)*

Facility / Workspace	Provide induction training for users of the facility and contractors to ensure H&S and operational protocols are communicated and understood
Containment and Hazardous Substances	- Understand and comply with containment requirements. - Contribute to the development of protocols and processes with Hazard Containment Manager for containment facility. Check compliance of orders with MPI, hazardous substance, Ministry of Health and ethical regulations. - Ensure safe storage, use and disposal of substances covered by these regulations and ensure correct record keeping. Provide advice and training to other staff and students where appropriate. - Contribute to completion and review of all corrective actions as a result of internal audits, as required by the Technical Team Leader. - Undertake laboratory inspections as per Containment protocols and/or Guidelines and may be requested to undertake monthly audits for the same.

Equipment	• Maintain assigned equipment by undertaking or arranging scheduled maintenance, repairs, calibration, testing, and upgrading of hardware and software to ensure optimal functionality, availability for use, and reliability of data produced.
Procurement	• Research new equipment/make recommendations on compliance and regulatory suitability • Provide guidance to choose best product, machine or instrument for compliance and regulatory standards •
Health and Safety	• Ensure that all Health and Safety operating procedures and regulations are adhered to • Ensure the security of the lab to meet lab requirements. • Provide lab/equipment induction to staff and students • Ensure staff and students are aware of the risks and requirements in the use of specialised scientific equipment. • Advise on risk assessment and create new risk assessments and safe working methods. • Propose and advise on lab safety improvement.
Animal	• Assist academics with training and guidance regarding best practice in animal husbandry and welfare. • Assist academics in animal experimentation support. • Ensure the welfare of animals at all timelines in line with the Animal Welfare Act 1999 and I.A.E.C code of ethical conduct. • Deliver adequate training that supports high levels of hygiene and compliance in all areas of responsibility. • Assist academics to undertake specialist procedures, e.g. tissue collection, administration of drugs and/or specialised diets. • Monitor animal welfare and the security of animal stocks to ethics standards for teaching. • Ensure all animals held in facilities are kept in conditions that exceed the requirements of the Animals Ethics Committee and other relevant welfare entities.
Specific Portfolios / technical specialism (Faculty/LSRI-specific)	• Provide compliance training for professional staff in their technical role. Ensuring accurate and accessible records are kept and provided to regulators and internal scrutinisers as required. • Develop and review new and existing Standard Operating Procedures (SOPs) that support high standards of compliance and animal health and welfare, meeting University and regulatory expectations.

	• Model procedures that exemplify the standards set for compliance across the VJU • Plan, schedule and provide specialist training programs to deliver staff and researcher development needs. • Conduct regular facility audits in order to identify areas of training needs as well as ensuring compliance with existing operational procedures. • Review current operational procedures and make recommendations to Technical Manager and Technical Team Leader's. Where appropriate make any relevant changes and incorporate these changes into ongoing training programs. • Liaise regularly with faculty users to understand their ongoing training requirements, make provision to deliver on these requirements that will better support the research. outcomes • Coordinate and ensure successful setup, operation, and pack down of training activities. • Review submitted animal ethics applications providing constructive application appraisals at AEC meetings, while following up actions from these meetings. • Responsible investigator on the VJU animal ethics approval that provides essential services to the research groups serviced by the VJU. • Serve as animal facility representative on the animal ethics committee, reviewing applications, providing expert knowledge to the animal ethics committee • Provide special advice and support to researchers through the provision of specific training and assistance. • Advise and report any animal welfare, security or ethics issues to the Animal Welfare Officer and Technical Manager. • Assist with teaching laboratory classes, providing training and assessment of demonstrators and students in animal manipulations and care, essential for the success of the laboratory. • Train Teaching Assistants on operation of teaching sessions and associated equipment, techniques and software
Valuing Equity	• Support the University's commitment to Māori, and Te Tiriti o Waitangi • Demonstrate Equity behaviours and values aligned to the University Leadership Capabilities framework in all your day to day interactions with the team, stakeholders and the University.

KNOWLEDGE, SKILLS, EXPERIENCE AND CAPABILITIES	
Qualifications	Essential: BSc in biology or biological Science, or equivalent experience Preferred: • Institute of Animal Technology, Association of American Laboratory Animal Science qualification, or NZ animal care qualification •
Experience	Essential: • Experience in explaining and resolving difficult technical issues.

	• At least 7 years' experience in an animal facility or related field • In depth understanding of Health and Safety Policies and relevant legislation • Preferred: • Previous experience working in a tertiary environment • At least 4 years' experience in coaching, training or regulatory compliance 7yrs or more experience working with the common laboratory animal species as well as delivering specialist training programs for advanced technical procedures. Working knowledge and experience of serving on an Animal Ethics Committee
Technical Skills and Knowledge	Essential: • Understanding of relevant New Zealand legislation; Animal Welfare Act, Biosecurity Act, and the code of ethical conduct. • Ability to handle and work with multiple species of laboratory animal models, as well as experience carrying out manipulations on these species. • Effective level of oral and written English language skills • Ability to understand and interpret relevant policies and procedures into role requirements • Ability to identify, assess and lead problem solving processes • Ability to deliver effective training programs • Computer literate; Word, Excel, PowerPoint. Preferred:
Leadership Capabilities	<i>Essential Refer to the Leadership Framework Table One (at the back of this document) depending on the role.</i>
The five leadership dimensions and associated capabilities (5D Leadership) reflect and encourage a culture of distributed leadership for all staff. The Leadership Framework is an important part of how we attract, select, develop and enable staff achievement. For the annual Professional Staff performance and development planning and review process (EVOLVE), you and your manager will choose the appropriate capabilities as outlined in the <u>EVOLVE process</u>.	

DELEGATED AUTHORITY

Human Resources

No formal responsibility for staff

HEALTH AND SAFETY

All staff have a responsibility for their own health and safety, and that of others who may be affected by their work and their acts or omissions.

Staff will:

- Take reasonable care of themselves and others, cooperate with the University on health and safety matters, and ensure that their acts or omissions do not adversely affect others.
- Carry out their work, research and study safely and in accordance with the policy, protocols, local arrangements and any relevant legislation.
- Report any unsafe or unhealthy working conditions or any faults in equipment to the Academic Heads or Directors of Service (or their delegated nominee).
- Ensure that all appropriate personal protective equipment is worn or used as required.
- Familiarise themselves with and adhere to local emergency procedures and how to provide appropriate assistance to others.

SUSTAINABILITY AND ENVIRONMENT

Staff must accept responsibility for, and contribute towards implementing the University's commitment to sustainability as defined in our Sustainability Policy and the on-going improvement of our environmental performance, as identified in our policy and Strategic Plan 2013 – 2020.

This includes:

- Undertaking professional activities in ways that serve to reduce the consumption of energy, water and material resources, and to minimise our wastes and emissions.
- Considering and applying the Principles in the University's Sustainability Policy within the context of this position description and encouraging others to do the same.
- Building on existing activities and applying a continuous improvement approach to identify, initiate and participate in new ones.

FINANCIAL RESPONSIBILITY

Budget Expenditure

- No Authority to spend from Manager's operating expenditure budget.

Purchase Orders

- No authority to approve or issue purchase order

Purchase Card (P-Card)

- No authority to use a Purchase Card (P-Card)

Correspondence

- No authority to sign external correspondence

TABLE ONE: 5D LEADERSHIP CAPABILITIES

These capabilities are for Professional Staff (except Senior Leaders) and Academic Staff: Lecturer, Research Fellow, Senior Research Fellow, Professional Teaching Fellow and Senior Tutor

Dimension	Capabilities
 Exhibiting Personal Leadership Rangatiratanga Role modelling leadership behaviours to engage others and support the University's values and aspirations.	Personal Attributes: Displays integrity, professionalism, adaptability and courage, accurately perceiving and interpreting own and others' emotions and behaviours in the context of the situation to effectively manage own responses, reactions and relationships. Interpersonal Effectiveness: Communicates with clarity, using constructive interpersonal behaviours and interactions to influence others, resolves conflict and inspires cooperation and achievement.
 Setting Direction Mana Tohu Establishing and committing to plans and activities that will deliver the University's strategy.	University Awareness: Displays an understanding of the international and commercial context in which the University operates and how the University works to successfully achieve results. Planning & Organising: Establishes courses of action for self/and others to ensure that work is completed efficiently, while building/contributing to a successful work/project/research team. Stakeholder Service: Ensures that the Service provided to stakeholders is a driving force behind decisions and activities; crafts and/or implements Service practices that meet the needs of stakeholders (including students and staff) and the University, including a safe and healthy environment.
 Innovating and Engaging Whakamatāra Identifying, creating and responding to relationships and opportunities to improve and progress the University.	Relationship Building: Establishes and maintains effective working relationships with stakeholders inside and outside the University, using an appropriate interpersonal style to advance the University's objectives. Facilitating Change & Innovation: Facilitates and supports University changes needed to adapt to changing external/market demands, technology, and internal initiatives; initiates new approaches to improve results by transforming University/community culture, systems, or programmes/Services.
 Enabling People Hāpai Developing self, others and teams so they can realise the University's strategy and values.	Scholarship / Professional Development: Engages in discovering, integrating, applying and disseminating the knowledge and professional skills necessary to be successful in current and future roles; promotes collegiality and actively pursues development experiences to improve personal impact and that of the University. Valuing Equity: Works effectively to support the University's commitment to Māori, Te Tiriti o Waitangi and equity, and values the capabilities and insights of individuals (both inside & outside the organisation) with diverse backgrounds, styles, abilities, and motivation. Coaching and Developing Others: Provides feedback, instruction, and development guidance to help others (individuals and teams) excel in their current or future responsibilities; plans and supports the development of individual/team skills and abilities. OR Leading Teams: Uses appropriate methods and interpersonal styles to develop, coach, motivate, and guide the work/project/research team to attain successful outcomes and objectives.
 Achieving Results Whai hua Accepting accountability for making decisions and taking action to deliver the University's strategy and deliver excellent results.	Decision Making: Identifies and understands issues, problems, and opportunities; compares data from different sources to draw conclusions and uses effective approaches for choosing a course of action or developing appropriate solutions; takes action that is consistent with available facts, constraints, and probable consequences. Delivering Results: Sets high objectives for personal/group accomplishment; uses measurement methods to monitor progress toward goals; tenaciously works to meet or exceed goals managing resources responsibly; seeks continuous improvements.