

Position description

Position title:	Technical Officer (Veterinary Nurse)
Employer:	Baker Heart and Diabetes Institute
Laboratory:	Preclinical Cardiology Microsurgery and Imaging Platform
Supervisor/Manager:	Dr Daniel Donner
Date:	June 2023

Background

The Baker Heart and Diabetes Institute is an independent, internationally renowned medical research facility focused on cardiovascular disease (including stroke and hypertension), diabetes and their complications, such as kidney disease. We have a long and distinguished history, spanning more than 97 years with our work critical to today's healthcare challenges.

The Baker Institute is well positioned to address these challenges, with multidisciplinary teams comprising medical specialists, scientists and public health experts all focused on translating laboratory findings into new approaches to prevention, treatment and care.

Headquartered in Melbourne, with research teams based in Alice Springs, we are a key player in research, translation, education, advocacy and health promotion with a staff of more than 450 (including scientists, clinicians and students). Our senior staff represent us on a broad range of government advisory boards, from health and wellbeing to science and innovation. We also collaborate with leading international research groups as part of our commitment to assisting vulnerable communities around the world.

The Baker Institute is funded through a diverse range of sources including competitive grants, Federal and State Governments, service and clinical income and philanthropic support.

Laboratory

The [Preclinical Cardiology Platform](#) is a specialised team of cardiovascular scientists, technicians, imaging specialists, surgeons, and research students within the Baker Institute who provide expertise and support to Baker Scientists (and beyond) through their management and use of state-of-the-art preclinical surgery and imaging suites.

This platform is a highly collaborative facility at the leading edge of preclinical and translational research. This team of academic researchers maintains leadership in scientific discovery through the development of new models of cardiovascular disease for research and advancement of patient management, new medicines, and novel devices.

Nature of environment

The Baker Institute has a project-oriented environment, encompassing a local and multi-site (including interstate) organisational structure. The staff comprise mainly research, scientific and specialist clinical personnel engaged in the capacity of permanent, grant specific and casual employment. The atmosphere is collegial, usually relaxed and informal though busy and often dynamic with frequent deadlines that must be met. The environment is often demanding and challenging with a strong team orientation but also provides the opportunity to work independently and show initiative. The nature of the work also requires a focus on accuracy and detail.

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Travel requirements

Travel to conferences/training related to field may be required.

Key job requirements, responsibilities and duties

- Assist surgeons and scientists with animal procedures and routine examinations.
- Prepare procedure schedules, routine preparation of surgical theatres and imaging suites.
- Performing post-operative procedures, nursing, care and monitoring clinical signs.
- Ordering consumables and preparing medications as required.
- Monitoring patient anaesthesia and analgesia.
- Management of patient records and reports.
- Performing and recording pathology procedures, assist with euthanasia and post-mortem.
- Management and meeting of animal ethics regulatory and legislative requirements.
- Proactive attendance at team meetings and attendance at relevant seminars and staff meetings.
- Advise within your scope of practice to postgraduate students and other staff.
- Assure compliance with affirmative action and safety programs.

This role may require other duties to be performed, as directed by the manager/supervisor from time to time, and it is a condition of employment that the successful candidate complies with any such reasonable requirement.

Meet statutory requirements of the company

Maintain up-to-date and accurate knowledge in:

- OHS legislation.
- EEO legislation.
- Privacy legislation.
- Confidential Information Policy.
- Baker Heart and Diabetes Institute Code of Conduct.
- Australian Code for the Responsible Conduct of Research.
- Baker Heart and Diabetes Institute Intellectual Property Agreement.

Requirements of the position holder

Key selection criteria

- Requires the academic knowledge of a health science discipline, such as veterinary science of veterinary nursing (preferred), biomedical science, anatomy, physiology, pathology or an equivalent combination of education and progressive responsibilities through work experience.

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Experience and field of research

- Experience in animal care and nursing is required (including mice, rats and larger animals). Background knowledge/experience in veterinary surgery and/or nursing would be advantageous.

Communication/interpersonal skills

- A high level of interpersonal skills to enable effective communication with other members internal and external to the team.
- Excellent oral and written communication skills.
- Demonstrated ability to participate positively in a team and manage professional relationships.

Knowledge

- Excellent planning and organisational skills, including the ability to manage a range of tasks with conflicting priorities.
- Ability to manage your own time effectively and respectful of the time of others.
- Completes tasks thoroughly with strong attention to detail within deadlines.
- Versatility, flexibility and positivity.
- Excellent animal handling skills.
- Medicine preparations, including anaesthesia and analgesia.
- Post-operative care and routine examination.
- Clinic hygiene, sterilisation of instruments.
- Monitoring of clinical signs.

Abilities

- Interest and enthusiasm for learning and applying new skills and techniques.
- Demonstrated ability to manage and meet deadlines without compromising close attention to detail and accuracy.
- Proven ability to work as a member of a team as well as on own initiative without close supervision.
- Ability and willingness to take initiative and to improve and enhance existing systems and procedures.
- Demonstrated ability to maintain confidentiality and comply with privacy requirements.

Summary of position

As the Baker Institute evolves to meet its changing strategic and operational needs and objectives, so will the roles required of its staff members. As such, staff should be aware that this document is not intended to represent the position that the occupant will perform in perpetuity.

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This position description is intended to provide an overall view of the incumbent's role as of the date of this statement. In addition to this document, the specifics of the incumbent's role will be described in Key Performance Indicators (KPIs) developed by the incumbent and relevant supervisor as part of the Baker Institute's performance appraisal and development process.

The Baker Institute is an Equal Opportunity Employer and we encourage interest from Aboriginal and Torres Strait Islanders and members of the LGBTIQ+ community for roles within the Institute. We value diversity, inclusivity, gender equity and we promote family-friendly practices. We are a proud recipient of an inaugural Athena SWAN Bronze Award from Science in Australia Gender Equity (SAGE).