Position Description

Material Support and Animal Technician

Position No:	NEW
Business Unit:	DVC (Research & Industry Engagement)
Division:	PVC (Research Capability)
Department:	La Trobe Animal Research and Teaching Facility
Classification Level:	HEO4
Employment Type:	Full-Time, Continuing
Campus Location:	Melbourne, Bundoora
Other Benefits:	http://www.latrobe.edu.au/jobs/working/benefits

Further information about:

La Trobe University - http://www.latrobe.edu.au/about

Position Context/Purpose

La Trobe University is home to a dynamic community of researchers producing world-class research with an impact on society. The La Trobe Animal Research and Teaching Facility (LARTF) is a Research Platform that provides the expertise, infrastructure, and technical support required to facilitate the diverse range of research activities involving animals at La Trobe University.

The LARTF comprises conventional and specified pathogen-free (SPF) rodent breeding and experimental areas, aquatics (Zebrafish), as well as external facilities accommodating projects involving a range of animal species, including birds, macropods, amphibians, rodents, and reptiles. The LARTF is responsible for the care, husbandry, colony management, welfare and health monitoring of animals held within LARTF facilities and provides technical assistance to research activities conducted and a program of animal skills training. Working closely with the La Trobe Animal Ethics Committee and Institutional Biosafety Committee, the LARTF team ensures that research and teaching using animals at La Trobe University is consistent with best practices and maintains compliance with all regulatory requirements.

A full-time position as Material Support and Animal Technician at LARTF will be located at La Trobe's Melbourne campus in Bundoora. The technician will perform duties encompassing animal husbandry, providing essential material supplies to work areas, conducting stock inventory, material/animal transfers between work areas, animal health monitoring, and technical support according to documented procedures. The appointee will have a high level of skill and capability in routine activities and deliver a consistently high standard of technical support and animal care, supported by Senior LARTF team members as required. The duties and responsibilities in the position may vary according to operational needs as animal species, number and the type of research being supported within the facility change over time.

Duties at this level will include:

- Operating cage washing and processing equipment, autoclave and other equipment, ensuring the appropriate start-up and shutdown procedures are followed; utilising equipment safely following correct procedures to ensure high-quality sanitisation of animal housing, associated furnishings and other materials.
- Maintenance of breeding and/or experimental animal colonies in accordance with the Australian Code for the care and use of animals for scientific purposes, Gene Technology Regulations, La Trobe Policy and Procedures and LARTF work instructions.
- Exercising judgement on workflow and methods within specified timeframes and standard practices and procedures to complete the workload assigned.
- Operating as an individual, organising and planning their own work activities to achieve LARTF's objectives and maintain and improve efficiency.
- Undertaking cleaning and maintenance of multiple support or work areas, ensuring appropriate techniques and chemicals are used to sanitise all surfaces. Work safely as per facility processes and procedures at all times.
- Resolving issues/problems/queries independently and provides advice on routine matters to ensure that efficient, day-to-day customer service is delivered. Recommend alternative sources of information/courses of action where appropriate, exercising judgement in referring issues/problems to supervisor/manager.
- Meticulous record keeping and associated reporting, including equipment logs, test results, animal/environmental checks, occupancy records, breeding patterns, animal health records, adverse events and risk documentation.
- Communicating effectively as part of a cohesive team to ensure a good understanding of the support required in different areas and demonstrate an efficient and effective response to ensure the timely delivery of goods or services to the appropriate areas to meet users' needs.
- Developing skills and performing duties in various LARTF services and areas, including animal hold and procedure areas, washroom, administration, and stores. Duties may depend on

LARTF operational needs and include animal care, research support, washroom activities, inventory management, animal or material transfer, organising equipment servicing/maintenance and administrative tasks.
- Delivering a range of specialist service support tasks and advises and assist internal and external stakeholders on specific aspects within their work section where appropriate to maximise service quality, efficiency and continuity.
- Providing guidance and support to other staff through on-the-job training in their own area to maintain operational effectiveness.
- Contributing to local procedures and systems. Collating, organising and editing material for inclusion in facility documents or manuals.
- Participating in LARTF out-of-hours roster for staffing the facility over the weekend, on public holidays, and during University shutdown periods.
- Performing other duties as required.

Essential Criteria

Skills and knowledge required for the position

- Diploma of Animal Technology or an equivalent combination of relevant experience and/or education/training. Minimum of 2 years of relevant work experience in animal research.
- Ability to provide factual advice requires proficiency in work area rules and regulations.
- Quality, appropriateness, and timeliness of advice in response to enquiries from internal and external stakeholders.
- Ability to organise own and others' activities to meet objectives.
- Ability to contribute to procedures and systems within the work area to improve efficiency and service quality. Be willing to learn new skills and acquire knowledge.
- Skills and experience with various animals used in research and teaching, demonstrating sound knowledge of animal husbandry, breeding, health and welfare monitoring, and technical procedures. Experience with genetically modified rodent colonies and zebrafish will be highly regarded.
- Skills and experience with various equipment used in animal research facilities such as cage washer, sterilizer/autoclave, bottle washer/filler and other stations.
- Working knowledge of the Australian Code for the Care and Use of Animals for Scientific Purposes, 8th ed. (2013)
- Relevant experience demonstrating good communication skills, including verbal, written, listening, interpreting and nonverbal skills.
- A flexible attitude to work and an ability to accommodate and adapt to change.
- A high standard of organization and time management skills including the ability to prioritise competing demands on time.
- Demonstrated capacity to consistently undertake work to a high standard and work effectively both independently and as part of a team.
- Good working knowledge of computer programs such as Word and Excel and familiarity with maintaining animal records using a database.
- Depth and breadth of knowledge and technical skills relevant to species used and research activities are undertaken in animal-based research.

Capabilities required to be successful in the position

- Ability to demonstrate self-awareness, see things from another person's perspective and actively seek out and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.
- Ability to enable a safe, inclusive, high-performing team culture, prioritising staff mental health and wellbeing.

- Ability to cultivate and create space for creativity, continuously reviewing and identifying improvements to local work practices.
- Ability to build a culture of continuous improvement, implementing ideas generated by team members.

Essential Compliance Requirements

To hold this La Trobe University position, the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards; AND
- hold, or be willing to undertake and pass, a National Police check.

Other requirements

- Hold a valid Victorian Driver's license
- Hold or be willing to obtain a forklift driver's licence if required

Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

La Trobe's Cultural Qualities:

We are accountable

We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.

We are connected

We connect to the world outside – the students and communities we serve, both locally and globally

We are innovative

We tackle the big issues of our time to transform the lives of our students and society.

We care

We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities

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Initials: Date: