

Position Statement

Faculty:	Faculty of Science, Agriculture, Business and Law	Position Number:	0000014652
School:	School of Environmental & Rural Science – Animal Science - CART	Classification Level:	HEO8
Reports to:	Director, Centre for Animal Research and Teaching	Location:	Armidale
Number of direct reports:	5	Date Classified	10 March 2023

University of New England

The University of New England (UNE), Armidale is a regionally based, globally networked university that is renowned for the quality of its student experience and the excellence of its research specialisations. UNE pioneered teaching to external students making it the most experienced provider of distance and innovative online education. Currently there are over 26,000 students (84% of whom are distance/online students) and approximately 1,200 academic and general staff. The UNE decadal strategic plan 2021-2030, Future Fit, has been developed to guide the University to deliver on its enduring vision to support the aspirations of individuals in communities, and communities within regions, in a digital age.

- [Future Fit 2021-2030](#)

The Faculty

The Faculty of Science, Agriculture, Business and Law (SABL) is home to world-leading researchers, inspiring teachers and highly skilled support staff that come together to deliver an outstanding experience for our students, our industries and our communities. We are a Faculty with a range of Pure and Applied Sciences and active industry collaborations nationally and international reach with partners across Asia, Europe, Africa and the Pacific. We support and value the endeavours of our students, educators and researchers and innovation partners so that together we deliver equitable, sustainable and meaningful outcomes in our communities.

The Centre for Animal Research and Teaching

The Centre for Animal Research and Teaching (the CART) is an essential service provider of animal research facilities and technical training within the Faculty of Science, Agriculture, Business and Law (SABL). The facilities enable high quality animal research and experimentation, which are important to maintaining the reputation of UNE as a provider of quality research outcomes to a range of agricultural industries. The CART also provides facilities that support Australian wildlife and biomedical research. An additional function of the CART is to provide facilities and technical assistance that underpin training and educational opportunities for higher degree researcher (HDR) and undergraduate students enrolled at UNE.

The Role

The Operations and Training Manager leads the preparation and maintenance of CART facilities and the provision of technical support and training across all areas of teaching and research within CART. The role reports to the Director of CART with leadership responsibility for the daily activities, staff management and delivery of the training platform within CART. The position will be accountable for ensuring industry best practice in the conduct and welfare of all research and teaching activities using the CART facilities and contribute to the strategic and operational plans that underpin this. The role will also include participation in activities and committee work commensurate with skills, experience and responsibilities within the Faculty.

The Role Key Responsibilities

1. Accountable for the presentation, maintenance and operation of all CART infrastructure and specialised equipment. Develop and implement associated policies, SOP's and schedules in line with UNE wide policies. Monitor effectiveness, compliance and audit as required. Proactively engage across disciplines in support of strategic infrastructure and equipment planning and provide specialist recommendations.
2. Provide leadership, mentoring, training and management of CART Technical staff including daily activities, professional development, management of rosters, leave and performance.
3. Provide expert technical and research skills-based advice to researchers and ensure the proactive provision of technical support for all research and teaching activities located in CART facilities. Analyse relevant research data and student feedback to adapt existing or develop new procedures to safeguard research integrity and improve educational outcomes.
4. Support critical UNE functions and integration of CART within the Faculty through membership of key committees including but not limited to the WG4 WHS work group, the UNE hazardous substances work group and the UNE institutional Bio-safety committee as appropriate.
5. Support UNE academic and research capacity within the Faculty through supervision of HDR candidates and delivery of lectures, exam and seminar marking within the sphere of academic and technical expertise.
6. Management of CART booking and invoicing systems ensuring timely communication in response to all research and teaching requests and delivery of a customer-focused experience for all stakeholders in the CART facilities.
7. Develop and implement systems for ensuring environmental and animal welfare indicators are monitored, evaluated, documented and addressed as required. Collaborate cross-functionally with the University Veterinarian/Animal Welfare Officer, the AEC, academics and researchers.
8. Collaborate with the University Veterinarian/Animal Welfare Officer to jointly develop and deliver a comprehensive education and assessment program for CART staff and all new HDR students including animal care, animal handling, sampling techniques and facility inductions. Liaise with potential industry partners.
9. Collaborate with the University Veterinarian/Animal Welfare Officer and the UNE institutional bio-safety committee to ensure that biosecurity protocols and infrastructure are in place, maintained, updated as required to be fully compliant with Federal Government regulations and monitor to ensure compliance.
10. Lead the delivery of after-hours animal care in CART facilities and precincts. Ensure that updated plans are in place to respond to animal related emergencies such as bush fires, catastrophic weather events, COVID 19 and EAD incursions.
11. Ensure knowledge of the Rules, Policies and Procedures of the University (available on the University website) is maintained and abide by them as they are amended, varied or replaced from time to time.

Note: It is not the intention of the position statement to limit the scope or accountabilities of the position but to highlight the key responsibilities of the position. The responsibilities listed above may be altered in accordance with the changing requirements of the role.

How you will be assessed for the role

The UNE Core Capability Framework describes six core capabilities for all staff at UNE. Your merit will be assessed based on the demonstration of all or most of the following UNE core capabilities as they relate to the role:

- Shapes and Supports Strategy
- Leads and is Open to Change
- Acts with Courage and Integrity
- Delivers and Achieves Results
- Develops and Maintains Relationships
- Communicates with Influence

You will also need to exhibit the knowledge, educational requirements, skills and attributes required for the position.

Selection Criteria

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1. Postgraduate qualifications or progress towards postgraduate qualifications and extensive relevant experience; or a range of management expertise or substantial technical expertise; or an equivalent combination of relevant experience and/or education/training.
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2. A deep understanding of animal research needs including facilities, animal health and welfare, experimental design, conduct and monitoring.
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3. Experience in conducting Work Health & Safety risk assessments, applying risk management principles and developing risk management protocols.
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4. High level project design and people management skills with the ability to prioritise activities, meet and exceed operational timelines.
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5. Demonstrated customer service mentality with a focus on providing solutions, timely communication and delivery of quality outcomes.
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6. Demonstrated high level communication (written and oral) and interpersonal skills with the ability to both develop and communicate educational material, procedures and SOP's, and to build positive relationships with colleagues and students.
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7. Demonstrated ability to lead high performing teams, inspire trust and collaborate cross-functionality with a range of internal and external stakeholders to achieve operational and strategic outcomes.
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8. Displays professionalism and takes accountability for the presentation of self, facilities and the welfare of animals in line with operational objectives.
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Desirable

9. Teaching experience in livestock health or production highly regarded.
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Special Requirements

10. Willingness to work outside normal business hours and participate in an on-call roster.
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11. Ability to perform manual handling activities associated with the role such as machinery operation, livestock handling procedures and lifting of equipment and feed bags.
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12. Possession of a Class C driver's licence.
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13. Forklift license or willingness to obtain one.
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14. First Aid Certificate or willingness to obtain one.
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Classified at HEO8
Amanda van Taak
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Recruitment Consultant
10 March 2023