

## Position Description

### Senior Animal Technician - Operations

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| <b>Position No:</b>          | 50148536                                                                                                      |
| <b>Business Unit:</b>        | DVC (Research and Industry Engagement)                                                                        |
| <b>Division:</b>             | PVC (Research Capability)                                                                                     |
| <b>Department:</b>           | La Trobe Animal Research and Teaching Facility                                                                |
| <b>Classification Level:</b> | HEO5                                                                                                          |
| <b>Employment Type:</b>      | Full time, Continuing.                                                                                        |
| <b>Campus Location:</b>      | Melbourne (Bundoora)                                                                                          |
| <b>Other Benefits:</b>       | <a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a> |

Further information about:

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

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## **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.

The Senior Animal Technician – Operations provides a central point of administrative, IT system and technical support within the LARTF, holding diverse responsibilities that will vary according to LARTF business and operational needs. Using knowledge and expertise in the use of animals within the research setting, the Senior Animal Technician – Operations responds to queries directed to the LARTF, receives and actions information relating to animal management and research approvals, supports LARTF business processes and daily operational activities, and supports the coordination of proactive and reactive maintenance of equipment and infrastructure. In all activities performed, the Senior Animal Technician – Operations seeks to review and refine existing processes and to document and maintain procedures and records to a high standard.

### **Duties at this level will include:**

- Application of a sound understanding of the care and husbandry needs of laboratory rodents and a range of species, which may include aquatic, production, avian, native and exotic species, to ensure a high standard of animal health and wellbeing.
- Providing support to colleagues and senior LARTF team members in efficiently planning activities, allocating resources, and conducting service delivery and facility operational activities.
- Using sound knowledge of the use of animals in the research setting and a collaborative and engaging approach to perform, organise, and streamline operational tasks within the LARTF, where possible, promoting increased efficiency through the use of central and automated processes available or that may be developed within the university.
- Providing a high level of expertise and up-to-date technical support and assistance in contributing to the oversight and operation of IT systems and databases used by the LARTF, including but not limited to the animal management database, skills and training database, research information management database, equipment database, and LARTF intranet and internet websites.
- Performing a range of administrative functions, including the provision of timely and proficient information management and communication through LARTF central communication channels; use and maintenance of LARTF scheduling systems for team meetings and maintenance events; secretariat support for LARTF meetings; inventory and procurement activities, including invoicing and goods receipting; corporate card submissions and the generation of cost recovery reports and requests to finance.
- Participating in the LARTF induction and training program; supporting staff onboarding and offboarding processes; mentoring and supporting team members and LARTF stakeholders in implementing systems and procedures.
- Using judgement based on theoretical and technical knowledge in a range of different situations. Exercises initiative in the application of systems and procedures.

- Contributing to decision-making by applying a thorough knowledge of a complex set of rules, activities or procedures to particular cases to make recommendations for authorisation by more senior staff.
- Assessing or conducting analysis, presenting results and putting forward recommendations through briefings, presentations, or written reports, to facilitate the interpretation of specific issues/problems and support decision-making.
- Monitoring and maintaining records/reports to meet both internal and external requirements.
- Supervising staff and being responsible for the day-to-day operation of a small and discrete work unit, including setting priorities, allocating and prioritising work, managing performance, meeting service standards and assisting with the monitoring or reviewing systems.
- Performing tasks/assignments which require proficiency in the work area's rules, regulations, processes, techniques and how they interact with other related functions.
- Identifying operational improvements. Designing and/or delivering a variety of service support mechanisms (e.g. training/promotional materials, system modifications) to maximise service quality, efficiency and continuity.
- Liaising, communicating, and building relationships within La Trobe and outside bodies to support LARTF activities.
- Contributing to scheduling and participating in LARTF out-of-hours roster for staffing the facility over the weekend, public holidays and University shutdown periods.
- Other duties as required by the position supervisor and LARTF management.

## **Essential Criteria**

### **Skills and knowledge required for the position**

- Completion of a degree without subsequent relevant work experience; or completion of an advanced diploma qualification and at least one year's subsequent relevant work experience; or completion of a diploma qualification and at least two years' subsequent relevant work experience; or completion of a Certificate IV and extensive relevant work experience; or completion of a post-trades certificate and extensive (typically more than two years) relevant experience as a technician; or an equivalent combination of relevant experience and/or education/training.
- Skills and knowledge, and experience in the care and use of animals in the animal research setting, including the ability to perform core animal technician duties including but not limited to the husbandry and handling of common laboratory animal species and animal welfare assessment.
- Demonstrated ability to gain a conceptual understanding of relevant policies, procedures or systems and interpretation in the application of policy and/or precedent.
- Ability to innovate and take responsibility for outcomes.
- Demonstrated ability to set priorities and monitor workflows within own area of responsibility.
- Demonstrated capacity to organise work effectively and efficiently and deliver outputs in a timely manner.
- Demonstrated depth or breadth of expertise developed through extensive relevant experience and application.
- Demonstrated ability to work independently and follow established procedures with limited supervision and contribute positively to an effective team.
- A sound understanding of the regulatory overlays in the research animal setting, including the current version of the Code for the Care and Use of Animals for Scientific Purposes and the Gene Technology Act and associated regulations.

- Sophisticated knowledge and high proficiency in computer software packages, including Microsoft 365 applications with an emphasis on capability in Outlook, Excel, PowerPoint and One drive; experience in operation and use of databases; experience or the ability to develop capability in web page design and maintenance.
- Demonstrated experience and capability in operating information management systems, including running and analysing reports, organising, and maintaining records to meet business requirements.
- Excellent written and verbal communication and interpersonal skills, with a demonstrated customer service focus and solution-orientated approach. Demonstrated ability to maintain positive and productive working relationships with colleagues, managers and stakeholders and contribute to a cooperative and supportive team culture.
- Demonstrated ability to generate financial and other reports with high accuracy and attention to detail and to manage workflow and competing priorities to deliver work within defined timeframes or to meet relevant deadlines.

### **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 think creatively, explore new ideas and respectfully challenge existing practices to improve the current working methods.
- Ability to implement improvements to local processes and implement 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
- hold, or be willing to undertake and pass, a National Police 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.

### **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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For Human Resource Use Only

Initials:

Date: