

UNIVERSITY OF OTAGO
Te Whare Wānanga o Otāgo

JOB DESCRIPTION

ROLE TITLE:	Animal Practices and Compliance Officer
DEPARTMENT:	Animal Welfare Office, Health and Safety Compliance
SCHOOL / DIVISION:	Operations Group
REPORTS TO:	Animal Welfare Officer
DIRECT REPORTS (FTE):	Nil
INDIRECT REPORTS (FTE):	Nil

1. PRIMARY PURPOSE OF THE ROLE:

This position develops, monitors, audits and reviews the animal practices within the University of Otago to ensure compliance with the Animal Care Programme, Animal Welfare Act and Code of Ethical Conduct for the use of animals in research, teaching and testing. Specially, lead the development of the Operations Manual that establishes and clarifies the animal care programme and related procedures, SOPs, etc. to meet the Association for the Assessment and Accreditation of Laboratory Animal Care (AAALAC) standards, incorporating NZ legislative requirements.

2. ACCOUNTABILITIES:

- Lead the establishment of an operations manual for legislative compliance for animal welfare and animal ethics, and AAALAC for potential accreditation.
- Lead and develop the assessment process to monitor compliance within all University facilities for reporting to senior management on performance, issues and trends, and potential areas of risk.
- Develop the monitoring of AUPs post- approval for compliance with AUP requirements and the University operations plans under the University Code of Ethical Conduct for the use of Animals in teaching, testing and research.
- Conduct investigations on matters of compliance to identify areas for improvements and enhancing animal welfare.
- Jointly manage the registered vertebrate laboratory animal facility with the Biological Compliance Officer (BCO), including representation of the University for the Ministry of Primary Industries (MPI) in relation to animal facility audits and inspections.
- Review and update the quality management system for working with vertebrate laboratory animals as described in the MPI standard 154.03.03, at least annually, in consultation with the BCO.
- As a member of the IBSC, review and advise on compliance requirements for HSNO Act application involving animals, and communicate changes in legislation or standards that may affect animal research.
- Develop and oversee the training requirements for Vertebrate Laboratory Animals training.
- Provide reports on animal practices compliance to the Animal Ethics Committees, Animal Welfare Officer, Head, H&S Compliance, and the Deputy Vice Chancellor, Research and Enterprise.
- Provide veterinary clinical care of research animals, including the on call roster for weekend cover.

3. KEY RELATIONSHIPS:

Internal

- Animal Ethics Committees.
- Researchers and Students involved in animal research.
- DVC R&E.
- PVCs of Sciences and Health Sciences Divisions.
- HTRU.

External

- Ministry of Primary Industries (MPI).
- National Animal Ethics Advisory Committee.
- Ministry of Health.

4. QUALIFICATIONS & EXPERIENCE:

Essential

- Registered NZ Vet (or able to register in NZ – some clinical duties including on call).
- Knowledge of animal welfare and ethics in research and teaching.
- Auditing and investigation experience and/or qualifications, or willingness to gain qualification in this area.

Preferred

- Specialist experience in research and teaching animal welfare and ethics.
- Specialist experience in research –related veterinary support services for laboratory animals.
- Registered Auditor.
- Knowledge of AAALAC.

5. TECHNICAL SKILLS & KNOWLEDGE:

Essential

- Experience in presentations, teaching, report writing and investigation reporting.

Preferred

- Animal handling skills and experience.
- Experience in a research animal facility, including ethics approval processes.

6. SPECIAL REQUIREMENTS:

This position may require out of hours work in relation to investigations or incidents.

7. DIRECT BUDGET ACCOUNTABILITY:

- Nil

8. MĀORI STRATEGIC FRAMEWORK:

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

9. PACIFIC STRATEGIC FRAMEWORK:

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

10. HEALTH & SAFETY:

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

11. SUSTAINABILITY:

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.