

Position Description

Animal Welfare and Biosafety Officer

Position No:	NEW
Business Unit:	Deputy Vice Chancellor (Research and Industry Engagement)
Division:	Research Office
Department:	Ethics, Integrity and Biosafety
Classification Level:	Higher Education Officer Level 7
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

The **Research Office** supports La Trobe University researchers, senior executive, academic leadership, the Graduate Research School, 10 Schools and affiliates and Central & Support Services to facilitate excellent research outcomes for the University. The Office provides accurate and consistent advice and reporting, as well as flexible and efficient client services, with an emphasis on continuous business improvement. The Office serves to facilitate interactions between La Trobe University researchers and external partners - funding bodies, industry, government, and regulatory authorities.

The **Ethics, Integrity, and Biosafety Team** of the Research Office at La Trobe University provides holistic ethics, integrity and biosafety advice, support, and service to researchers and to Committees to facilitate the ambitious University research performance targets and aligns with the core objective for “Research Excellence” in the La Trobe Strategic Plan. As well as supporting the five University Ethics Committees and their Chairs, it delivers pro-active ethics, integrity and biosafety training and education for researchers in conjunction with other University Divisions and Teams. It provides expert advice to researchers, key research stakeholders and to the wider university regarding complex research applications and new policy and legislative requirements. It is responsible for the scoping, planning and implementation of a new ICT solution with improved, streamlined processes for the review of ethics applications and implements University-wide changes to policy and strategy in response to legislative requirements, for example, Defence Export Control, Biosecurity and Autonomous Sanctions. In addition, it is responsible for developing strategy, tools, and resources to support the implementation of a Research Governance Framework (including a Clinical Research Governance Framework).

The Animal Ethics and Biosafety Compliance Officer will support the Ethics, Integrity and Biosafety team to ensure that the care and welfare of animals used in breeding, training and research at the University comply with regulatory standards, including the Australian Code for the Care and Use of Animals for Scientific Purposes (the Animal Code) and the Victorian Prevention of Cruelty to Animals Act, and best veterinary standards.

Duties at this level will include:

- Provide sound and accurate advice in line with University policies and national guidelines, and relevant legislation and regulations.
- Maintain currency on legislation and regulations, communicate updates to the University research community and provide effective solutions to meet legal requirements when issues arise.
- Evaluate current and proposed procedures and processes against relevant legislation, license conditions, and mandatory codes. This ensures the University remains compliant with all applicable regulations and minimises potential risks.
- Develop and review of training, guidelines and procedures.
- Identify and advise on compliance risks, proactively analysing potential areas of non-compliance and recommending necessary changes to mitigate these risks.
- Investigate and resolve non-compliance in accordance with the University procedures, the Australian Code for the Care of Use of Animals for Scientific Purposes and the Gene Technology Act and Regulations.
- Provide input to reports and committees where required.
- Develop compliance training across the Animal and Biosafety research communities.
- Manage the annual inspection program of new and existing animal rooms to ensure research and housing complies with regulatory standards and conduct regular and ad-hoc inspections of facilities and research sites to ensure compliance
- Liaise with the animal facility manager and veterinarian on monitoring animal health and adherence to Standard Operating Procedures by researchers and staff performing animal husbandry functions
- Manage the formal reporting and resolution of adverse events, complaints and non-compliance issues, including investigations on behalf of the AEC.

- Undertake activities in the Research Office and the animal facility to review compliance and practices.
- Provide support as required to the Senior Coordinator, Governance and Operations, in the conduct of risk-based monitoring.

Essential Criteria

Skills and knowledge required for the position:

Education/Qualifications

- The appointee will have a relevant tertiary qualification and experience in research or research administration with at least 2 years' subsequent relevant experience, or extensive experience in regulatory compliance and auditing.

Knowledge and skills:

- Previous experience in conducting compliance audits to a high standard.
- Ability to work both independently with minimal direction and within a team.
- Experience in a related position, preferably in a university research setting.
- Extensive knowledge and application of relevant legislation, regulations and codes of practice governing the use and care of laboratory animals and institutional biosafety.
- Understanding of laboratory animal science, animal ethics and quality assurance.
- Knowledge of humane care and housing of animals with understanding of applicable legislation, standards and guidelines.
- A high level of interpersonal skills that enable the appointee to liaise effectively, support, negotiate and influence researchers at different levels of seniority.
- Excellent analytical skills, including ability to deliver positive solutions to complex or immediate issues.
- Experience with, or awareness of, research ethics, integrity and/or biosafety, and the regulatory and legislative frameworks under which the Committees operate.
- Demonstrated ability and performance in data collection, analysis, interpretation, and report writing.
- Track record in customer service including excellent written and verbal communication skills and proven time management skills.
- Demonstrated capacity to organise work effectively and efficiently and deliver outputs in a timely manner independently and as a part of a team.

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 think creatively, explore new ideas and respectfully challenge existing practices to improve current ways of working.
- Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation, and care.

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.

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

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 will 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 will join exceptional people, partners and communities, who power our operations with ambition and purpose.

Our success can be attributed to its strong sense of community. We have a long-standing commitment to diversity, inclusion and social justice; we are committed to providing a workplace where all staff feel valued, respected and supported to achieve their full potential. We strive to build a workplace where all employees of diverse backgrounds, abilities, experiences, sexuality, gender, religion and age are welcome, valued, respected and one that is representative of our community. We demonstrate our cultural qualities by holding ourselves accountable and creating a culture of trust and innovation while genuinely caring for one another.

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