

Manager: Animal Facility

Position Description

EMPLOYMENT TYPE: Continuing	CLASSIFICATION: HEO8
DIVISION/PORTFOLIO: Research and Innovation	
SCHOOL/UNIT: Research and Innovation Services	
LAST REVIEWED: 4 April 2017	

BROAD PURPOSE

This position is accountable for the successful management of the University's Animal Facility operations and service delivery in line with relevant regulations and standards and best practice in animal care and welfare.

POSITION ENVIRONMENT

The **University of South Australia** (UniSA) is *Australia's University of Enterprise*. Our culture of innovation is anchored around global and national links to academic, research and industry partners. Our graduates are the new urban professionals, global citizens at ease with the world and ready to create and respond to change. Our research is inventive and adventurous, and we create new knowledge that is central to global economic and social prosperity. Today, we are South Australia's largest university and ranked amongst the very best young universities in the world.

The University has a wide range of expertise across four academic divisions, including: Business; Education, Arts and Social Sciences; Health Sciences; and Information Technology, Engineering and the Environment. We offer over 200 world-class degrees and are known for our experiential approach to teaching and learning, and outcomes-focused research. We are committed to educating individuals to the highest standards, investing in the very best academics and professional staff, as well as state-of-the-art physical and virtual infrastructure.

The **Unit of Research and Innovation Services** provides support for the management of research, and administers internal and national competitive research grants. It is also responsible for ensuring the responsible and ethical conduct of research, for the management of centralised research facilities and for developing and implementing strategic initiatives to improve the quality of the experience and outcomes for postgraduate research students.

The Animal Facility is a state of the art purpose-built facility to house and care for animals used for research purposes.

REPORTING RELATIONSHIPS AND KEY STAKEHOLDERS

This position reports directly to the Deputy Director: Research and Innovation Services.

This position works closely with;

- Internal and external users of the facility
- Animal Welfare Officer
- UniSA Animal Ethics Committee
- Research and Innovation Services staff
- University Divisions, Schools, Research Institutes and Research Centres
- Relevant staff in University functional units, in particular Finance, Facilities Management Unit and ISTS
- Other animal facilities, in particular Adelaide University, Flinders University and SAHMRI

- Government agencies, in particular the Office of Gene Technology Research (OGTR) and Australian Quarantine and Inspection Service (AQIS)
- External suppliers and industry partners

Reporting into this position are a Training and Compliance Officer, Team Leaders, Animal Technicians and an Administrative Assistant.

CORE RESPONSIBILITIES

Animal Facility Management

1. Manage the operations and budget of the Animal Facility, ensuring it is maintained to the standard required by the *Australian code of practice for the care and use of animals for scientific purposes* and in accordance with all Commonwealth, State and University regulations and requirements.
2. Develop, implement and evaluate an integrated suite of facility operating procedures, ensuring best practice in occupational health, safety and welfare, animal care and welfare and a high standard of service delivery.
3. Design, develop and deliver induction and training programs for facility staff and researchers, including systems for tracking and monitoring the acquisition of required competencies.
4. Ensure that animals are monitored daily for signs of illness or disease and coordinate the necessary veterinary care in a timely manner.
5. Oversee the animal breeding program, maintaining close consultation with researchers.
6. Maintain all facility records to a high standard including daily inspection logs, health records, scheduled drugs, and protocols.

Information and Communication Management

7. Ensure the effective provision of high level advice, analysis, reports and recommendations in relation to the Animal Facility to the Director/Deputy Director Research and Innovation Services, the UniSA Animal Ethics Committee and other stakeholders as relevant.
8. Develop and maintain strong working relationships and effective communication with the Animal Welfare Officer, research groups and other relevant staff at all levels of the organisation.
9. Participate and represent the University in external networks, including with local and ATN universities to share best practice and maintain knowledge of changes and developments.

Business Development

10. Identify opportunities to support the efficient operation and growth of the Animal Facility to achieve the long-term goal of becoming a self-sustaining enterprise.

Staff Management

11. Provide effective leadership, management and supervision of Animal Facility staff to achieve unit goals in accordance with legislative and quality frameworks, including:
 - leading, mentoring and supporting the team in the delivery of high quality research support
 - supporting skill and capability development of team members
 - managing team performance
 - fostering a work environment that affirms and celebrates achievement
 - allocating, monitoring and managing work plans
 - succession planning.

The responsibilities as specified above may be altered in accordance with the changing requirements of the position.

SPECIAL REQUIREMENTS

- Some out of hours work will be required.

UNIVERSITY REQUIREMENTS

Staff must follow and apply the following:

1. Core Staff Attributes

To contribute to a successful and enterprising culture at UniSA, each staff member is expected to demonstrate the following key behavioural attributes:

- **Is trusted, authentic and self-aware** – establishes credibility, is honest, reliable, accountable, and responsive
- **Takes the initiative and delivers results** – by seizing opportunities and being outcome and customer focussed
- **Provides solutions** – through logical, creative and innovative thinking and timely, transparent and consultative decision making
- **Communicates with impact** – displays clarity, diplomacy, persuasiveness and sensitivity
- **Leads and works well with others** - displays conviction and resilience, working collaboratively, motivating others and mobilising influence.

2. Health Safety & Injury Management

- Implement relevant health and safety system requirements and injury management activities in their area of responsibility, taking into account University requirements and their own local business priorities and procedures.
- Ensure that risk controls and injury management programs are effective in their work environment.
- Take action where a need for improvement is identified.
- Follow reasonable instructions, work procedures and practices to maintain the health and safety of yourself and others.
- Report all identified work place hazards and incidents.

3. Performance Development and Management

Participate in the University's Performance Development and Management process.

SELECTION CRITERIA

Essential

1. Tertiary qualifications in a science discipline and demonstrated extensive knowledge and experience in the management of animal facilities.
2. Demonstrated experience in leading, managing and developing a team including fostering culture of service excellence and continuous improvement in a complex service environment.
3. Demonstrated ability to make complex management decisions and take initiatives through delegated responsibilities to improve operational efficiency and service delivery.
4. Demonstrated experience in the effective development and implementation of HS&IM plans and processes.
5. Demonstrated knowledge and application of the *Australian code of practice for the care and use of animals for scientific purposes*, animal ethics approval processes, University guidelines and standard operating procedures relating to laboratory animal care.
6. Demonstrated high level written communication skills with proven ability to produce high quality documentation, plans and reports for management.
7. Demonstrated experience in developing and maintaining quality systems and ability to coordinate and lead continuous improvement processes.