

CLASSIFICATION: HEO 9

DIVISION/PORTFOLIO: Research and Innovation

SCHOOL/UNIT: Research and Innovation Services

LAST REVIEWED: September 2019

BROAD PURPOSE

The Animal Welfare Officer (AWO) plays a key role in providing University management with strategic advice and policy direction about the care, use and welfare of animals in teaching and research to ensure the University is compliant with Commonwealth and State legislation and regulations and best practice.

The position provides advice, monitoring, supervision and training to the academic and technical services community in the care and use of animals in teaching and research. The position also provides veterinary, competency and welfare advice to stakeholders, including the Animal Ethics Committee. The AWO acts as a conduit between the Committee and the academic and technical community, ensuring that the welfare of animals is paramount in the design and conduct of teaching and research activities.

The AWO is also responsible for providing training programs relevant to animal care, use and welfare, as well as for the acquisition, distribution and proper usage of all scheduled drugs for animal use.

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.

Research and Innovation Services supports the Deputy Vice Chancellor: Research and Innovation to deliver against the ambitions outlined in the Research and Innovation Strategic Plan. This is achieved through positioning UniSA to be responsive to the changing local, national and international environment and the delivery of high quality, effective support services to researchers and decision makers. Areas of research service activity span partner engagement, research project development and management, research integrity and research training.

The **Research Integrity** team provides training, support and services to ensure research by and for UniSA is conducted in a responsible manner, and complies with the requirements of legislation, policies and procedures, codes and guidelines. The Research Integrity team includes specialist support in all

areas of ethics relevant to UniSA's core research areas and consists of Human Ethics, Animal Welfare, Animal Ethics, Ethics and Biosafety and Ethics Support Officers. Additional responsibilities cover autonomous sanctions and export controls.

REPORTING RELATIONSHIPS AND KEY STAKEHOLDERS

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

The Animal Welfare Officer provides guidance to and works closely with:

- UniSA Animal Ethics Committee (AEC)
- UniSA Animal Facilities Manager and staff
- Office of the Deputy Vice Chancellor: Research and Innovation
- Research and Innovation Services staff, particularly the Research Integrity team
- Dean of Graduate Studies
- Heads of Schools/Directors of Research Institutes
- Deans of Research and Research Education
- Scientific investigators, students and animal care staff
- National networks of senior research managers and administrators
- Commonwealth and State legislative authorities

CORE RESPONSIBILITIES

1. Provide leadership and high level contemporary advice to the University Animal Ethics Committee, academic and technical staff, Research and Innovation Services staff and the DVC:RI on matters relevant to the care, use and welfare of animals in research and teaching. This includes matters relevant to biosecurity and the maintenance of animal health status.
2. Provide advice and guidance whilst working cooperatively with staff and students to develop and support an awareness of and adherence to the requirements of Commonwealth and State legislation and regulations and University policies about the use of animals for teaching and research purposes. Communicate legislative and regulatory requirements and their impact to key stakeholders in an effective and timely manner.
3. Take a leading role in the development and implementation of policies and procedures for the University with respect to the use of animals for research and teaching purposes. Promote a quality approach to ensure the highest standards of animal welfare are achieved and that there is continuous improvement in all processes.
4. Provide leadership in promoting the objectives of the "3 Rs" (replacement, reduction and refinement) of animal use. In doing so the Animal Welfare Officer is expected to give due consideration to public opinion and sensitivities associated with animal use by anticipating areas of difficulty and formulating solutions and recommendations.
5. Provide expert advice to researchers in the preparation of research proposals involving animals and in ethics review and monitoring processes.
6. Monitor adherence to approved ethics protocols.
7. Provide specialist clinical veterinary services as required for animals housed within the University campuses or otherwise associated with the research or teaching programs of University staff and students.
8. Assist with, respond to and manage unexpected adverse events or clinical issues that affect the health and welfare of animals used in research and teaching.
9. Manage the acquisition, distribution and proper usage of all scheduled drugs for animal use in accordance with the requirements of the *Controlled Substances Act 1984*.

10. Lead the development and delivery of training courses, workshops and presentations to effectively educate and influence the University community and promote a consistent approach to animal welfare.
 11. As required by the AEC, assess and document the competency of researchers to carry out specific techniques outlined in applications to the AEC.
 12. Support researchers and technicians through the provision and oversight of competency training in procedures such as surgery, anaesthesia and analgesia.
 13. Inspect and monitor the University's animal holding facilities to ensure the optimum welfare of all animals for which the University is responsible, whether held for research, teaching, breeding or commercial purposes. Implement any action necessary to ensure standards required by the University and the *Australian Code for the Care and Use of Animals for Scientific Purposes* and other Commonwealth and State legislation and regulations are observed and that decisions of the Animal Ethics Committee and other relevant UniSA committees are complied with.
 14. Inspect and certify animals for import and export.
 15. Provide advice to the University on animal housing and care procedures and all aspects of the strategic forward planning of animal services that relate to animal welfare. This may involve liaising with the managers of University's Animal Facilities and the Chair, Animal Ethics Committee, Heads of Schools and other relevant committees of the University.
 16. Develop and maintain constructive cross-institutional working relationships and collaboration.
- 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

- 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 degree in veterinary science that enables registration as a veterinary surgeon in South Australia.
2. Extensive experience in working with animals in a research and teaching context including significant experience in dealing with animal welfare issues.
3. Demonstrated understanding of Federal and State legislation and codes of practice with respect to the use of animals for teaching and research and the ability to take a leading role in policy development in this area for the University.
4. Demonstrated understanding of the key issues involved in the use of animals for teaching, research and experimentation purposes and experience in the provision of clinical advice and experimental protocol review to researchers.
5. Highly developed interpersonal and communication skills (both written and oral), including an ability to work cooperatively with researchers and research support staff, especially in relation to educational resource materials and the support of new researchers and research students. Demonstrated high level of tact and diplomacy to deal with issues sensitively and confidentiality.
6. Ability to hold a permit for the acquisition, holding and supply of scheduled drugs.