



# Position Description

<b>NAME:</b>	<b>Incumbent</b>
<b>JOB TITLE:</b>	<b>Senior Animal Technician</b>
<b>DEPARTMENT:</b>	<b>Core Services</b>
<b>DIVISION:</b>	<b>Animal facility</b>
<b>REPORTS TO (TITLE):</b>	<b>Animal Facility Coordinator</b>
<b>LAST DATE REVIEWED:</b>	<b>September 2020</b>

## JOB SUMMARY

This position is a key research support position within the Core Services team. The Senior Animal Technician is responsible for the support of all researchers and Animal Technical staff through the monitoring of research models, maintenance and breeding of all mouse colonies. Animal health and welfare is paramount, and the Senior Animal Technician will ensure that these values are carried through in all that they do with their excellent industry skills and knowledge. Research services is a key element of support in the facility and the Senior Animal Technician will be responsible for coordinating and providing this service. The Senior Animal Technician is responsible for the smooth operation and high-quality training in animal facility procedures, in accordance with CCI policies. In addition, the Senior Animal Technician works closely with various stakeholders throughout the institute and adheres to WH&S policies and procedures relevant to the use of CCI laboratories.

## PRIMARY TASKS / RESPONSIBILITIES

- Responsible for the welfare of CCI research animals
- Responsible for the timely and adequate provision of animals for research at CCI, either by direct involvement or by working with the Animal Facility Coordinator to oversee colony breeding
- Responsible for maintaining records and monitoring results required for working with animals in NSW
- Responsible for the ordering of animals and consumables
- Responsible for coordinating, providing and supporting Research Services as required
- Responsible for staff adherence to all the relevant guidelines for working with animals in NSW. This includes but is not limited to the University of NSW animal ethics committee, Office of the Gene Technology Regulator, Australian Research and Review Panel and the National Health and Medical Research guidelines
- Provides and supports the training of all staff and volunteers in required techniques
- Provides and supports the mentoring, development and performance building of all Animal Facility staff and volunteers
- Participate in the development and maintenance of health monitoring program. Coordinates with the Animal Research Officer or Animal Facility Coordinator in order to maintain the health status of the animal facility at CCI
- Participate in reviewing CCI ACEC applications and assist in the renewal process of animal ethics as required
- Participate in the production of the annual budget as it relates to expenditure and capital equipment needs for the Animal Facility



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- Work closely with the Core Services Team and affiliated organisations in order to maximise an optimal working environment for both researchers and the Scientific Support staff
- Establish and maintain a WH&S culture within CCI's Animal Facility, ensuring all relevant policies and procedures are followed, thereby promoting a safe working environment
- Develop, implement and maintain all relevant policies and procedures as they relate to the Animal Facility
- Develop and write up SWP and RA's as requested and required by the Animal Facility Coordinator or Core Services Manager
- Coordinate prompt repairs and maintenance
- Manage relationships with all third party suppliers as they relate to equipment/consumables purchase and maintenance agreement negotiation and execution
- Promote and develop relationships with affiliated organisations as they relate to Animal Facility activities.
- Participation in weekend and public holiday work where it is requested by the Animal facility Coordinator or Core Services Manager
- Other duties as requested by the Animal Facility Coordinator or Head Core Services, within competencies
- Respond to any emails or correspondence within 48 hours.

## MINIMUM REQUIREMENTS

### Qualifications

- Tertiary Animal Science qualifications or equivalent experience (TAFE and/or University)

### Experience and requirements

- 5+ years of animal technician experience highly desirable
- Demonstrated animal ethical and welfare knowledge
- Experience in breeding colony management
- Demonstrated technique competencies highly desirable - IP injection, IV injection, IV bleeds, Anaesthesia, Cardiac puncture, Abdominal palpation and surgical skills.
- 1-2+ years in Training personnel in technical skills.
- Knowledge of WH&S legislation, OGTR PC2 requirements
- Strong Knowledge of the Australian Code for the Care and Use of Animals for Scientific Purposes
- Strong computer and Microsoft Office skills.
- Database skills highly desirable
- Inventory management
- Team player
- Excellent organisational skills
- Excellent negotiation and conflict management skills
- Strong problem-solving skills

## KEY SKILLS

- Exhibits a high degree of professionalism and respect for others
- Strong leadership skills
- Team orientated and independent worker
- Strong negotiation and problem-solving skills
- Ability to quickly respond to situations as they arise



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- Excellent listening & verbal communication skills
- Excellent written communication skills
- Demonstrated initiative
- In depth knowledge of animal ethics and welfare
- In depth knowledge of laboratory operations and procurement
- Excellent interpersonal skills – ability to interact with employees at all levels within and outside the institute in order to facilitate optimal outcomes
- Excellent attention to detail
- Excellent time management and organisational skills
- Ability to work to deadlines
- Ability to make decisions and analyses; interprets and facilitates the resolution of issues
- Ability to maintain confidential information
- Flexible attitude to work

## EXPECTED OUTPUTS

- Willingness to take up additional duties and techniques as required
- The accurate and efficient attention to detail
- Effective communication to the Animal facility coordinator and Animal Research officer regarding facility, welfare or ethics matters.
- Always ensures animal technicians are always observant of animal health and welfare at the highest level.

## Children's Cancer Institute policies applicable

- Code of Conduct/Ethics
- Whistle-blowing
- Use of Electronic Resources
- Workplace Health & Safety
- Appropriate Workplace Behaviour
- Privacy
- Any other policies not listed here but are available on the Children's Cancer Institute Intranet Policies pages

## SERVICE STANDARDS AND GENERAL EXPECTATIONS

- Respond to phone calls and emails within 48 hours
- Read internal communications within 48 hours
- Maintain up to date personal information in the HRIS (ConnX - Self Service) at all times

## OUR VALUES

**A** is for **Accountability** and **Integrity**

**C** is for **Camaraderie**, **teamwork** and **Sharing**

**E** is for **Excellence** and **Success**

**S** is for **Satisfaction**. **The result of living our values everyday**



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## COMPLIANCE AND CODE OF ETHICS AND CONDUCT

Staff members are responsible for ensuring that they are familiar with and comply with their conditions of employment as stated in their individual contract, all Children's Cancer Institute Policies and Procedures and relevant ethical and regulatory guidelines. Staff must be aware that breaches by individuals will not be tolerated or condoned and may be subject to the Disciplinary Action Policy.

Your knowledge and awareness of Children's Cancer Institute Policies and Procedures (including the Code of Ethics and Conduct), will be monitored from time to time to ensure that our compliance program is effective.

Part of compliance adherence involves the use of standardised forms, checklists, and other aids (as appropriate) to ensure that important compliance issues are not overlooked. All forms must be used in accordance with instructions and the procedures as outlined in the relevant policies and procedures to ensure that compliance to the laws and regulations occurs.

## WORK HEALTH & SAFETY

- Must adhere to all WHS policies and procedures including reporting incidents within 24 hours
- Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace
- Actively participating in health and safety meeting, training and induction programs
- Complying with all safe work procedures and instructions
- Use equipment in compliance with relevant procedures, without wilful interference or misuse
- Ensure that any hazardous conditions, near misses and injuries are reported immediately to the supervisor and in the WHS reporting system (Myosh)
- Must not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare

## REPORTING STRUCTURE

Position reports direct to: Animal Facility Coordinator

Departmental Structure: See Organisation Chart

**Note:** Reporting structure may change subject to management decisions and business requirements.