



# Position Description

<b>NAME:</b>	<b>Position Incumbent</b>
<b>JOB TITLE:</b>	<b>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>	

## JOB SUMMARY

This position is a key research support within the Core Services team. Animal Technicians are responsible for the day to day support and operations of all animal facility programs.

In addition, this position is responsible for the smooth operation and high-quality training in animal facility procedures in accordance with CCIA policies. Animal health and welfare is paramount, and the Animal Technician will ensure that these values are carried through in all that they do with their excellent industry skills and knowledge. The Animal Technician team are supervised by the Senior Animal Technician on a daily basis and report to the Animal Facility Coordinator.

Animal Technicians work closely with various stakeholders throughout the institute and follows all relevant policies and procedures related to the use of CCIA laboratories as well as adherence to WH&S policies and procedures as they directly relate to the labs.

## PRIMARY TASKS / RESPONSIBILITIES

- Responsible for the welfare of CCI research animals
- Supports the timely and adequate provision of animals for research at CCI, either by direct involvement or by working with the Animal Facility Coordinator/Snr Animal Technician to oversee colony breeding
- Responsible for maintaining records and monitoring results required for working with animals in NSW
- Contribute to research project requirements as needed.
- Participate in the development and maintenance of health monitoring programs in order to maintain the health status of the animal facility at CCI
- Maintain the WH&S culture within CCI's animal facility, ensuring all relevant policies and procedures are followed, thereby promoting a safe working environment
- 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
- 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
- Supports the ordering of animals, supplies, and consumables
- Supports the training of all staff and volunteers in required techniques
- Supports and supervises the volunteers completing work experience

- Develop, implement and maintain all relevant policies and procedures as they relate to the animal facility and the management thereof
- 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.
- Develop and write up SWP's and RA's as requested and required by the Core Services Manager
- Participation in weekend work where required
- Other duties as requested by Core Services staff within competencies
- Respond to any emails or correspondence within 48 hours
- Any other duties as required by the Core Services Manager according to competencies

## MINIMUM REQUIREMENTS

### Qualifications

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

### Experience and requirements

- 3-5+ years of animal technician experience highly desirable
- Demonstrated animal ethical and welfare knowledge
- Breeding colony experience
- Demonstrated technique competencies highly desirable - IP injection, IV injection, IV bleeds, Anaesthesia, Cardiac puncture, Abdominal palpation
- 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

- Superior oral and written communication skills
- Superior interpersonal skills – ability of interact with employees at all levels within and outside the institute in order to facilitate optimal outcomes
- Knowledge of laboratory operations
- Excellent attention to detail
- Time management skills
- Ability to work to deadlines
- Ability to make decisions, analyses, interprets and facilitates the resolution of issues
- Flexible attitude to work



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## EXPECTED OUTPUTS

- Willingness to take up additional duties and techniques as required
- The accurate and efficient marking of animals
- Effective participation in the overall running of the facility

### 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**

## 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.