



Position Description

JOB TITLE:	Animal Technician (Full Time)
DEPARTMENT:	Experimental Therapeutics
REPORTS TO:	Executive Director
LAST DATE REVIEWED:	October 2019

JOB SUMMARY

The individual will undertake a variety of *in vivo* experimental therapeutics experiments, to support and investigate potential treatments for the childhood cancer neuroblastoma.

PRIMARY TASKS / RESPONSIBILITIES

- Conduct research either as a member of a team or independently
- Manage and maintain a large cohort of experimental animals, including treatment and monitoring
- Responsible for weighing and treating mice, palpation and collecting tissues upon autopsy as directed
- Responsible for the maintenance of research records and presenting data
- Responsible for making up required chemical solutions
- Participate in monthly meetings and contribute ideas for current and future research results
- Participation in weekend and public holiday work where it is required
- Achieve an outstanding level of competence in all aspects of animal work
- Get involved in professional activities
- Get involved in CCI activities
- Comply with regulatory guidelines (including Gene Technology Research Committee and University of NSW Animal Ethics) and Institute policies

MINIMUM REQUIREMENTS

Qualifications

- Tertiary qualifications in a related discipline or equivalent experience

Experience and requirements

Experience

- Previous experience working in an animal research laboratory or breeding facility



Position Description

General Requirements

- Demonstrated experience in animal handling and restraint
- Knowledge and competency in drug administration and euthanasia of animals
- Demonstrated commitment to conducting experiments involving humans, animals & GMO's under strict ethical and regulatory guidelines
- Knowledge of relevant policies and guidelines as they relate to the operations of an animal facility
- Team and independent player
- Exhibits a high degree of professionalism and respect for others
- Excellent organizational skills

KEY SKILLS

- Animal handling and restraint skills, including treatment routes: intraperitoneal, intravenous, oral gavage
- High accuracy in making up chemical solutions
- Highly developed interpersonal skills
- Excellent listening, verbal and written communication skills
- Excellent attention to detail
- Demonstrated initiative
- Flexible attitude to work
- Management skills
- Problem solving skills

EXPECTED OUTPUTS

- Generate reproducible, high quality experimental data, with a strong focus on animal welfare
- Monitoring records that comply with all regulatory requirements

Children's Cancer Institute policies applicable

- Code of Conduct/Ethics
- Whistle-blowing
- Use of Electronic Resources
- Workplace Health & Safety
- Appropriate Workplace Behaviour
- Privacy

SERVICE STANDARDS

- Respond to phone calls and emails within 48 hours



Position Description

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.

W H & S

- 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
- 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: Executive Director

Departmental Structure: See Organisation Chart

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

APPROVED BY

Michelle Haber
Professor and Executive Director

A handwritten signature in blue ink that reads 'Michelle Haber'.

Date: 14th October 2019