



POSITION DESCRIPTION

Melbourne Veterinary School
Faculty of Science

Equine Veterinary Nurse

POSITION NO 0053446

CLASSIFICATION UOM 3

SALARY \$66,527 - \$73,453 p.a. (pro rata for part-time)

SUPERANNUATION Employer contribution of 17%

WORKING HOURS Part-time (0.80 FTE)

BASIS OF EMPLOYMENT Continuing

FLEXIBLE EMPLOYMENT

The University of Melbourne is strongly committed to supporting diversity and flexibility in the workplace. Applications for part-time or other flexible working arrangements will be welcomed and will be fully considered subject to meeting the inherent requirements of the position.

OTHER BENEFITS <https://about.unimelb.edu.au/careers/staff-benefits>

HOW TO APPLY Online applications are preferred. Go to <http://about.unimelb.edu.au/careers>, select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.

CONTACT FOR ENQUIRIES ONLY Carina Wickens
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Email c.wickens@unimelb.edu.au

Please do not send your application to this contact

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Acknowledgement of Country

The University of Melbourne acknowledges the Traditional Owners of country throughout Australia. The University recognises the unique place held by Aboriginal and Torres Strait Islander peoples as the original custodians of country and their continued connection to the land, waterways, songlines and culture. The University respects all Aboriginal and Torres Strait Islander People and warmly embrace those students, staff, Elders and collaborators who identify as First Nations.

Position Summary

The Equine Veterinary Nurse supports the operation and provision of service within the Equine Centre, located on the Werribee campus of the University of Melbourne. The position will be part of a team delivering equine clinical and research imaging, lameness investigation and elective surgery. The primary focus of the Equine Veterinary Nurse will be to support the delivery of high-level lameness and imaging services, patient care and efficient nursing assistance to veterinarians and researchers, ensuring all tasks are performed in a timely and proficient manner.

The Equine Veterinary Nurse will assist with imaging activities including horse handling within the Equine Centre, ensuring compliance with radiation and operational safety protocols at all times under the guidance of the Advanced Imaging Technician and the Imaging Technician. The position will assist imaging technicians and veterinarians with diagnostic imaging procedures, ensuring an efficient veterinary nursing service at all times. The position will be responsible for maintaining stock requirements and adherence to best practice standards of infection control.

The role will assist with activities relating to personnel and animals within the imaging suites under the guidance of the Imaging Technician, to ensure their safety and adherence to safety protocols.

This position will primarily be based at the University of Melbourne's Werribee Campus and may be required to work from other sites from time to time.

We encourage applicants from under-represented groups, including Aboriginal and Torres Strait Islander people. To allow us to consider performance relative to opportunity, we also invite applicants to provide a brief statement (up to 1 page) that describes circumstances that may have affected their career development or progression, including career interruptions or delays, periods of part time work, or forms of bias they have experienced.

1. Key Responsibilities

OPERATIONAL ACTIVITIES AND SERVICE QUALITY

- ▶ Provide veterinary nursing support and horse handling to assist in the delivery of high-level lameness and imaging services, patient care and efficient nursing assistance to veterinarians and researchers in a timely manner in accordance with best practice.
- ▶ Assist with imaging activities under the direction of imaging technicians and veterinarians within the Equine Centre in accordance with radiation and operational safety protocols.

- ▶ Ensure efficient veterinary nursing service at all times and ensure timely maintenance of stock requirements, functional equipment and adherence to best practice standards of infection control.
- ▶ Assist the imaging technicians in monitoring all personnel and animals entering the imaging suites to ensure their safety and adherence to safety protocols at all times.
- ▶ Assist and maintain imaging suites ensuring the areas are organised and clean in accordance with infection control requirements.
- ▶ Assist with patient clinical procedures in a timely manner under the direction of veterinarians, senior staff in accordance with relevant policies, procedures and SOPs.
- ▶ Record and maintain all documentation, patient records, animal ethics records in accordance with best practice, University policies, procedures and SOPs.
- ▶ Ensure cases are charged appropriately in accordance with the service catalogue.
- ▶ Assist with the care and husbandry of all patients within the Equine Centre.
- ▶ Assist in the supervision of students and deliver teaching and assessment for the DVM programme across all years.

COLLABORATION AND LEADERSHIP

- ▶ Contribute to effective communications with internal and external stakeholders to ensure the provision of the highest standard of customer service at all times.
- ▶ Actively participate in service meetings and their outcomes.
- ▶ Build and foster working relationships with all staff, University professional teams including Finance, HR and OHS/EHS.

INNOVATION AND IMPROVEMENT

- ▶ Proactively identify and recommend service improvements.
- ▶ Play an active role in supporting and implementing approved continual improvement initiatives.

RESPONSIBILITY AND COMPLIANCE

- ▶ Identify environmental hazards and support resolution in consultation with senior staff in a suitable time-frame.
- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others;
- ▶ Ensure a thorough understanding of all contractual commitments and deliverables and the legal and regulatory frameworks referenced.
- ▶ Reliably follow communications protocols and/or policies as appropriate.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.
- ▶ Behavioural Expectations - All staff are expected to maintain the following behaviours:
- ▶ Treat everyone equitably; act fairly with staff and demonstrate respect for diversity, be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration

2. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website how to address [Essential Selection Criteria](#)

ESSENTIAL

- ▶ Completion of a relevant Certificate III, or an equivalent combination of relevant experience and education/training.
- ▶ Proven veterinary nursing experience and animal handling skills in a veterinary clinical environment, and in particular with equine patients.
- ▶ Established organisational skills demonstrated by the ability to meet deadlines and effectively balance competing demands with appropriate problem-solving initiative in a professional manner.
- ▶ Well-developed interpersonal and communication skills with the ability to liaise professionally across all levels with internal and external stakeholders, and with a diverse range of people.
- ▶ Excellent written communication skills that enable the consistent and timely preparation of patient notes, correspondence, and tasks to a high-standard with demonstrated ability to maintain a high level of accuracy and attention to detail.
- ▶ Demonstrated skills and experience in assisting veterinarians with a range of clinical procedures in accordance with relevant policies and standard operating procedures.
- ▶ Demonstrated ability to take initiative and work flexibly in a changing environment with capacity to learn new skills and take on new tasks as required.
- ▶ Proven ability to work autonomously and effectively as part of a team to achieve outcomes and objectives.
- ▶ Proven ability to work under general direction within established policies and Standard Operating Procedures in a busy environment.
- ▶ Sound computer skills and the ability to manage animal care databases and reporting.

DESIRABLE

- ▶ Completion of a Veterinary Nursing diploma is preferred.
- ▶ A radiation licence working in veterinary diagnostic imaging.
- ▶ Experience working in a university or other multidisciplinary specialist veterinary hospital.
- ▶ Demonstrated capacity to effectively deliver small group educational sessions.
- ▶ Familiarity with RxWorks (or equivalent) electronic medical record management software.
- ▶ Experience in or an understanding of the higher education sector.

SPECIAL REQUIREMENTS OF THIS POSITION

- ▶ As the Faculty of Veterinary and Agricultural Sciences is located over several metropolitan and regional campuses, staff may be required to travel to, or work from, other sites and campuses as required.

- ▶ You will be required to participate in the roster for out of hours' on-call work which covers nights, weekends, public and University holidays. Staff will receive a set allowance for being on-call and will be paid an in-attendance payment, if required to attend while on-call.
- ▶ You will be required to participate in a regular flexible rotating roster including out of span hours, weekends, public and University holidays. This activity will attract the appropriate University allowances, when applicable.
- ▶ This position will require physical activity including manual handling and animal restraint.
- ▶ You are required to have current vaccination status for Tetanus, Hepatitis A and B and Q fever.
- ▶ This role will be expected to adhere to Veterinary Hospital infection control guidelines.
- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.

3. Job Complexity, Skills, Knowledge

LEVEL OF SUPERVISION / INDEPENDENCE

The Equine Veterinary Nurse will work under routine supervision and general direction –of the Senior Vet as well as other senior staff, depending on the complexity of tasks and will work within defined procedures and processes. This position will require a high degree of flexibility and the ability to work collaboratively with internal and external stakeholders. The incumbent is expected to work autonomously in established routine activities and to seek guidance on non-routine activities.

PROBLEM SOLVING AND JUDGEMENT

The Equine Veterinary Nurse will exercise judgment to ensure animal health and welfare requirements, and biohazard control is maintained. This position is expected to demonstrate initiative and responsibility in managing time and organising workload, applying sound reasoning to resolve technical problems on a day to day basis, under the guidance of senior staff and veterinarians.

The position will operate within well-defined, detailed standard operating procedures, practices and policies and will seek assistance as required. The position will problem solve technical issues by selecting solutions between known alternatives.

PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Equine Veterinary Nurse will perform tasks/assignments which require knowledge of the work area processes and in understanding of how they interact with other related areas and processes.

The incumbent will have a sound working knowledge of the requirements of a veterinary technician/nurse in a referral veterinary practice and demonstrated standards of excellence in all aspects of veterinary nursing. The appointee must possess excellent communication skills, and a degree of competence and knowledge in relation to equine husbandry and handling procedures.

The incumbent is expected to be aware of and observe University of Melbourne Policies and Procedures.

RESOURCE MANAGEMENT

The Equine Veterinary Nurse will exercise sound judgement to manage their time flexibly and effectively to ensure competent resource management, as well as perform necessary maintenance and stocking tasks as directed. The position will assist in troubleshooting technical issues with equipment and maintain imaging suites.

BREADTH OF THE POSITION

The Equine Veterinary Nurse position encompasses all aspects of veterinary nursing and imaging including the provision of patient care, procedure support and set-up, assisting veterinarians and other team members, as well as providing high levels of customer service. The position is required to maintain and uphold all University policies and procedures at all times.

4. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

5. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

6. Other Information

6.0 MELBOURNE VETERINARY SCHOOL

<https://mvs.unimelb.edu.au/>

The Melbourne Veterinary School is Australia's number 1 ranked veterinary school with a proud tradition of excellence in research, education, and leadership. The Melbourne Veterinary School has research strengths in animal diseases, zoonotic infectious diseases, production animal systems (including dairy and red meat) and animal welfare. provides the only professional entry veterinary medicine program in Victoria and covers a wide variety of undergraduate and postgraduate subjects across veterinary science with Australia's premiere graduate Doctor of Veterinary Medicine program, which is nationally and internationally accredited by VSAAC, RCVS and the AVMA COE.

In January 2023, Greencross Pet Wellness Company partnered with the University of Melbourne and opened the Greencross Veterinary Hospital at the Werribee campus. This partnership allows for 24-hour specialist and emergency care for patients, working with Melbourne Veterinary School to provide clinical rotations for the Doctor of Veterinary Medicine students.

The School is a central component of the Faculty of Sciences which has an outstanding international reputation for excellence and innovation in research, curriculum development and for links within industry, policy makers, other research institutes and the wider community.”

6.1 FACULTY OF SCIENCE

<http://www.science.unimelb.edu.au>

Science at Melbourne is a global leader across fundamental and impactful scientific research and education. Science begins with curiosity, and we are dedicated to understanding the universe from the level of sub-atomic particles to the solar system. We aim to be leaders who positively impact the community locally and globally, addressing major societal issues from climate change to disease. Our discoveries help build an understanding of the world around us.

Our strength is our breadth of expertise. We are the second largest faculty in the University comprising seven schools: Agriculture, Food & Ecosystem Sciences, BioSciences, Chemistry, Geography, Earth & Atmospheric Sciences, Mathematics & Statistics, Physics and Veterinary Science.

This depth of knowledge positions the faculty to better understand, explore and impact our world and humanity, within a truly comprehensive Faculty of Science.

We have more than 150 years of experience in pioneering scientific thinking and analysis, leading to outstanding teaching and learning and offer a curriculum based on highly relevant research. We aim to train students with the knowledge and intellectual flexibility to drive the industries of tomorrow and lead across all levels of society.

We offer a range of undergraduate, honours, graduate and research degrees, enrolling more than 11,500 undergraduate and 3,750 graduate students.

We are dedicated to delivering leading transformative educational outcomes, underpinned by research, and an inclusive and inspiring student experience.

Excellence comes in many forms and diversity of thought, perspective and disciplines is essential to deliver globally leading science. At the core of our success is our focus on an inclusive environment for all in our community. Our Faculty's focus on equity, inclusion and belonging is grounded in our endeavour to ensure we are best placed to advance research, teaching and serve diverse national and global communities.

As a Science community we sit across five of the University's campuses – Parkville, Dookie, Burnley, Creswick and Werribee. This reach provides us with a unique perspective that is beneficial to our teaching and research. It also means we can offer our students a greater variety of learning experiences and internships to engage with industry partners to solve real-world issues.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Melbourne Energy Institute, Melbourne Biodiversity Institute, Oceania Institute, Office for Environmental Programs, Australian Mathematical Sciences Institute (AMSI) and the Indigenous Knowledge Institute and home to numerous Centres.

6.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

6.3 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

- We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes: place, community, education, discovery and global.

6.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>