

## Position Description

### Animal Technician

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<b>Position No:</b>	NEW
<b>Business Unit:</b>	DVC (Research & Industry Engagement)
<b>Division:</b>	PVC (Research Capability)
<b>Department:</b>	La Trobe Animal Research Training Facility
<b>Classification Level:</b>	HEO4
<b>Employment Type:</b>	Full-Time, Fixed-Term
<b>Campus Location:</b>	Melbourne (Bundoora)
<b>Other Benefits:</b>	<a href="http://www.latrobe.edu.au/jobs/working/benefits">http://www.latrobe.edu.au/jobs/working/benefits</a>

Further information about:

La Trobe University - <http://www.latrobe.edu.au/about>

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## **Position Context/Purpose**

La Trobe University is home to a dynamic community of researchers producing world-class research with an impact on society. The La Trobe Animal Research and Teaching Facility (LARTF) is a Research Platform which provides the expertise, infrastructure, and technical support required to facilitate the diverse range of research activities involving animals at La Trobe University.

The LARTF comprises conventional and specified pathogen free (SPF) rodent breeding and experimental areas, aquatics (Zebrafish), as well as external facilities accommodating projects involving a range of animal species including birds, macropods, amphibians, rodents, and reptiles.

The LARTF is responsible for the care, husbandry, colony management, welfare and health monitoring of animals held within LARTF facilities and provides technical assistance to research activities conducted as well as providing a program of animal skills training. Working closely with the La Trobe Animal Ethics Committee and Institutional Biosafety Committee, the LARTF team ensures research and teaching using animals at La Trobe University is consistent with best practices and maintains compliance with all regulatory requirements.

A full-time position of Animal Technician, LARTF, with an initial term of three years, will be located at La Trobe's Melbourne campus in Bundoora. The Animal Technician will perform duties encompassing animal husbandry, monitoring and provision of technical support according to documented standard operating procedures, work instructions and AEC/IBC approvals. The appointee will have a high level of skill and capability in routine activities and will deliver a consistently high standard of technical support and animal care, supported by Senior LARTF team members as required. Responsibilities in the position of Animal Technician may vary according to operational needs and as animal species, number and the type of research being supported within the facility change over time.

### **Duties at this level will include:**

- Contributing to local procedures and systems. May perform tasks, or make recommendations for decisions, requiring the interpretation of a set of relatively straightforward rules, guidelines, manuals or technical procedures.
- Performing duties that include using a range of information technology software applications to assist with job assignments.
- Performing analysis of data, highlighting and prioritising any issues for further investigation and prepares reports to support decision making.
- Operating as an individual, organising and planning own work activities, to contribute to the achievement of LARTF objectives and maintains and improves efficiency.
- Performing tasks/assignments which require proficiency in the work area's rules, regulations, processes and techniques, and how they interact with other related functions.
- Interpreting procedures to assist others and making recommendations, where relevant case experiences arise, to more senior staff on changes to procedures, schedules or routines to facilitate good relations between work units or with clients.
- Recommending alternative sources of information/courses of action where appropriate, exercising judgement in referring issues/problems to supervisor/manager.
- Delivering a range of specialist service support tasks and advising and assisting internal and external stakeholders on specific aspects within own section of work where appropriate, to maximise service quality, efficiency and continuity.
- Applying a sound understanding of the needs of species being cared for to facilitate effective welfare monitoring and performance of husbandry tasks including but not limited to the cleaning of animal cages/enclosures and the provision of food, water, and enrichment.
- Maintenance of breeding and/or experimental animal colonies in accordance with the Australian Code for the care and use of animals for scientific purposes, Gene Technology Regulations, La Trobe Policy and Procedures and department work instructions.
- Under broad supervision conducting work requiring specialized knowledge or technical ability.

- Performing technical procedures to a high standard in accordance with best practice and relevant standard operating procedures or work instructions.
- Meticulous record keeping and associated reporting, including animal welfare checks, occupancy records, breeding patterns, animal health records, adverse events and risk documentation.
- Communicating and liaise effectively with senior team members to ensure effective and efficient service delivery and operations are maintained.
- Maintaining compliance with AEC and IBC approvals and work in accordance with university policies and procedures; seeking clarification where needed to ensure compliance is maintained.
- Developing skills and perform duties in a range of LARTF services and areas, including animal hold and procedure areas, washroom, administration, and stores. Duties performed may depend on LARTF operational needs and in addition to those directly related to animal care and research support, may include washroom activities, inventory management, animal or material transfer and administrative tasks.
- Participating in LARTF out-of-hours roster for staffing the facility over the weekend, on public holidays, and during University shutdown periods.
- Other duties as required

## **Essential Criteria**

### **Skills and knowledge required for the position**

- Diploma of Animal Technology or an equivalent combination of relevant experience and/or education/training. Minimum of 2 years of relevant workplace experience in animal research.
- Ability to provide factual advice which requires proficiency in work area rules and regulations.
- Quality, appropriateness and timeliness of advice in response to enquiries from internal and external stakeholders.
- Ability to contribute to procedures and systems within the work area and willingness to learn.
- Skills and experience with a variety of animals used in research and teaching, demonstrating sound knowledge of animal husbandry, breeding, health and welfare monitoring, and technical procedures. Experience with genetically modified rodent colonies is essential; experience working with zebrafish will be highly regarded.
- Working knowledge of the Australian Code for the Care and Use of Animals for Scientific Purposes, 8th ed. (2013)
- Relevant experience demonstrating good communication skills including verbal, written, listening, interpreting and nonverbal skills.
- A flexible attitude to work and an ability to accommodate and adapt to change.
- A high standard of organization and time management skills including the ability to prioritise competing demands on time.
- Demonstrated capacity to consistently undertake work to a high standard and work effectively both independently and as part of a team
- Good working knowledge of computer programs such as Word and Excel and familiarity with maintaining animal records using a database.
- Depth and breadth of knowledge and technical skills relevant to species used and research activities are undertaken in animal-based research.

### **Capabilities required to be successful in the position**

- Ability to demonstrate self-awareness, see things from another person's perspective and actively seek out and act on feedback to improve knowledge, skills and behaviour.
- Ability to work collaboratively, recognise the value of diversity and model accountability, connectedness, innovation and care.
- Ability to implement improvements to local processes.
- Ability to cultivate and create space for creativity, continuously reviewing and identifying improvements to local work practices.

## Essential Compliance Requirements

To hold this La Trobe University position the occupant must:

- hold, or be willing to undertake and pass, a Victorian Working With Children Check; AND
- take personal accountability to comply with all University policies, procedures and legislative or regulatory obligations; including but not limited to TEQSA and the Higher Education Threshold Standards; AND
- hold, or be willing to undertake and pass, a National Police check.

## Other Information

The position description is indicative of the initial expectation of the role and subject to changes to University goals and priorities, activities or focus of the job.

## Position Flexibility

La Trobe University is committed to providing a diverse, inclusive and respectful working environment for all staff. We offer flexible work arrangements that can assist you in balancing your work and other responsibilities.

## Why La Trobe:

- Develop your career at an innovative, global university where you'll collaborate with community and industry to create impact.
- Enjoy working on our inspiring and stunning campuses – the perfect hub for industry, students and academics
- Help transform the lives of students, partners and communities now and in the future

This is more than just a job. Working at La Trobe offers opportunities to demonstrate excellence and transform lives.

Here, you'll join exceptional people, partners and communities, who power our operations with ambition and purpose.

We are forward-looking and culturally inclusive. We continuously review, improve and transform our processes to embrace new, flexible approaches. That means you'll always have the opportunity to succeed and make a difference.

## La Trobe's Cultural Qualities:



### We are accountable

*We strive for excellence in everything we do. We hold each other and ourselves to account, and work to the highest standard.*



### We are connected

*We connect to the world outside – the students and communities we serve, both locally and globally*



### We are innovative

*We tackle the big issues of our time to transform the lives of our students and society.*



### We care

*We care about what we do and why we do it. We believe in the power of education and research to transform lives and global society. We care about being the difference in the lives of our students and communities*

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For Human Resource Use Only

Initials:

Date: