The Federal Government’s 2012 Excellence in Research for Australia (ERA) exercise confirmed The University of Queensland as one of the nation’s top three universities, measured by the quality of its comprehensive range of specialised research fields. ERA reported that research at UQ is well above world standard in more specialised fields than at any other Australian university: this reflects UQ’s leading global role in many areas of discovery. UQ’s outstanding critical mass offers researchers significant interdisciplinary capability.

UQ integrates its research strengths with excellent teaching and learning and has won more national teaching awards than any other Australian university. International university rankings highlight UQ’s excellence: Academic Ranking of World Universities (Shanghai Jiao Tong), Times Higher Education, QS and National Taiwan University Ranking all rank UQ in the top 100. UQ is one of Australia’s Group of Eight, and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

UQ’s 45,500-strong student community includes more than 10,000 postgraduate scholars and more than 11,000 international students from 162 countries. The University has more than 7,000 academic and professional staff and a $1.6 billion annual operating budget. Its major campuses are at St Lucia, Gatton and Herston, in addition to teaching and research sites around Queensland and Brisbane city. The University has six faculties and eight institutes. The institutes — funded by government and industry grants, philanthropy and commercialization activities — have built scale and focus in research areas that UQ regards as strategically important.

The University of Queensland positively influences society by engaging in the pursuit of excellence through the creation, preservation, transfer and application of knowledge. The University’s successes are underpinned by our values. For more information on UQ’s mission, vision and values please go to http://www.uq.edu.au/about/mission-statement.

**Organizational Environment**

The Translational Research Institute (TRI) is a new multi-partner biomedical research enterprise, developing novel interventions to prevent and treat human disease. The Institute, with facilities across hospital campuses in south Brisbane, will bring together leading researchers from several existing research institutes focused on translating biomedical research into practical outcomes for patients. The partners to TRI are the University of

**POSITION DESCRIPTION**

**Position Title:** Senior Animal Technical / Breeding Coordinator  
**Organisation Unit:** UQ Biological Resources  
**Position Number:** 3025911  
**Type of Employment:** Full Time/ Fixed term 3 years  
**Classification:** Hew Level 6
Queensland Diamantina Institute, The Mater Medical Research Institute, the Queensland University of Technology Institute of Health and Biomedical Innovation, The University of Queensland Faculty of Health Sciences School of Medicine, and Queensland Health at Princess Alexandra (PA) Hospital.

The Translational Research Institute is an Australian first; one of the southern hemisphere’s largest facilities of its kind; and one of a few places in the world where new biopharmaceuticals and treatments can be discovered, produced, clinically tested, and manufactured in one location. TRI is a major new wet lab research facility located on the Princess Alexandra Hospital teaching campus. TRI houses over 650 researchers and students, combining clinical and translational research to advance progress from laboratory discovery to application in the community.

The University of Queensland Biological Resources (UQBR) manages the Biological Resources Facility (BRF) on behalf of TRI. The facility was commissioned in 2013, operates as a TRI core facility and is critical to successful research outcomes.

**Information for Prospective Staff**

Information about the University, State of Queensland, living in Brisbane and employment at the University is at the University’s web site. ([http://www.uq.edu.au/staff](http://www.uq.edu.au/staff))


Further information about the Faculty and the School may be accessed on the Faculty’s web site at [http://www.uq.edu.au](http://www.uq.edu.au)

**DUTY STATEMENT**

**Primary Purpose of Position**

The Senior Animal Technical / Breeding Coordinator primary purpose will be to coordinate the daily operations, and to provide a high quality husbandry care and breeding services within the University of Queensland Biological Resources Animal Facilities. This position involves a high level of responsibility in a significant administrative role, as it is expected to give major support to the Manager of the facility to cover a variety of duties.

**Duties**

Duties and responsibilities include, but are not limited to:

**Colony management and Technical Duties**

- Assist with the daily Management of the facility
- Staff/Student/Research Assistant supervision and training
- Specialised animal husbandry and surgical techniques
- Liaising with the research staff
- Administration of any treatments.
- Production of mice of defined physiological and genetic status
- Perform breeding colony management, including recommendations and troubleshooting with research groups
- Euthanasia of a variety of species by a variety of methods
- Ensuring the bio security and cleanliness of all animals, animal holding facilities and equipment
• General husbandry of rodents within PC2 and PC3 premises
• Assist with the animal handling courses
• Organising daily dispatch of incoming and outgoing animals
• Working in specialised animal areas
• Participation on the weekend/public holiday roster
• Maintain the highest standards of animal health and welfare

**Administration**

• Manage staffing resources in consultation with the research coordinator and facility managers
• Develop training materials and standard operating procedures on animal husbandry and surgical techniques in consultation with the rest of the BRF team
• Provide reports as required on operational activities
• Use of relevant UQ financial and ordering systems
• Maintaining animal management databases
• Monitoring AEC numbers
• Maintaining Drug register
• Ensure adherence to all regulatory requirements including OGTR, DAGWR, Biosecurity Queensland and safety
• Conduct Animal Facility Inductions
• Any other duties as required.

**Other**

Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

• the [University’s Code of Conduct](#)

• requirements of the Queensland occupational health and safety (OH&S) legislation and related [OH&S responsibilities and procedures](#) developed by the University or Institute/School

• the adoption of sustainable practices in all work activities and compliance with associated legislation and related University [sustainability responsibilities and procedures](#)

• requirements of the Education Services for Overseas Students Act 2000, the National Code 2007 and associated legislation, and related [responsibilities and procedures](#) developed by the University

• **Medical Clearance:** Working with laboratory animals is an inherent requirement of the position. The appointment is therefore subject to, and conditional upon, satisfactory medical clearance(s), including disclosure of relevant medical history, to undertake such work without unreasonable risk to your health and safety. In addition, the Employee is required to fully comply with necessary ongoing health monitoring procedures and control measures associated with the position.

**Organisational Relationships**

The position reports to the TRI BRF Deputy Animal Facility Manager and Senior Animal Facility Manager, UQ Biological Resources (UQBR) and supervises laboratory animal care staff working in the rodent breeding area.
SELECTION CRITERIA

**Essential**
- Completion of a degree with subsequent relevant experience; or extensive experience and specialist expertise or broad knowledge in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training
- Detailed knowledge with codes of practices relevant to the care and use of animals for scientific purposes and OGTR containment practices
- Ability to liaise effectively with a wide range of stakeholders
- Ability to prioritise own workload, work independently and meet deadlines
- Significant experience with the daily operations of an animal containment facility
- Experience with the supervision of staff, students and researchers
- Demonstrated experience in managing complex GM rodent production and colony management
- Excellent interpersonal skills including the ability to communicate effectively with clients and team members, by telephone, email and in person

**Desirable**
- Experience in rodent surgical or advanced reproductive techniques
- Demonstrated experience in providing training and skills acquisition
- Proficient in using electronic software programs and hardware
- Demonstrated commitment to troubleshooting and acquiring positive outcomes
- A demonstrated capacity to work within and lead a functioning team

The University of Queensland is committed to equity, diversity and inclusion.