POSITION DESCRIPTION

Position Title: UQBR Training and Regulatory Compliance Co-ordinator
Organisation Unit: UQ Biological Resources
Position Number: 3037411
Type of Employment: Full time, Fixed term 3 years
Classification: Hew Level 6

THE UNIVERSITY OF QUEENSLAND

The University of Queensland (UQ) contributes positively to society by engaging in the creation, preservation, transfer and application of knowledge. UQ helps shape the future by bringing together and developing leaders in their fields to inspire the next generation and to advance ideas that benefit the world. UQ strives for the personal and professional success of its students, staff and alumni. For more than a century, we have educated and worked with outstanding people to deliver knowledge leadership for a better world.

UQ ranks in the world’s top universities, as measured by several key independent ranking, including the Performance Ranking of Scientific Papers for World Universities (45), the US News Best Global Universities Rankings (52), QS World University Rankings (55), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (60). UQ again topped the nation in the prestigious Nature Index; and secured a greater share of Australian Research Council grants in 2016 ($24.5 million) than any other university nationally.

UQ has an outstanding reputation for the quality of its teachers, its educational programs and employment outcomes for its students. Our students remain at the heart of what we do. The UQ experience –the UQ Advantage – is distinguished by a research enriched curriculum, international collaborations, industry engagement and opportunities that nurture and develop future leaders. UQ has a strong focus on teaching excellence, winning more national teaching excellence awards than any other in the country and attracting the majority of Queensland's highest academic achievers, as well as top interstate and overseas students.

UQ is one of Australia’s Group of Eight, a charter member of edX and a founding member of Universitas 21, an international consortium of leading research-intensive universities.

Our 50,000-plus strong student community includes more than 13,000 postgraduate scholars and more than 12,000 international students from 144 countries, adding to its proud 230,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.7 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 four University-level Institutes. The Institutes, funded by government and industry grants, philanthropy and commercialisation activities, have built scale and focus in research areas in neuroscience, biomolecular and biomedical sciences, sustainable minerals, bioengineering and nanotechnology, as well as social science research.
UQ has an outstanding track-record in commercialisation of our innovation with major technologies employed across the globe and integral to gross product sales of $11billion+ (see http://uniquest.com.au/our-track-record).

UQ has a rapidly growing record of attracting philanthropic support for its activities and will have further success in this area as an important strategic aim going forward.

Organisational Environment

The University of Queensland Biological Resources Unit (UQBR) manages the small animal production and research facilities for the University of Queensland.

The role of UQBR is to provide UQ with world class Animal Research services within a best practice ethical framework.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available at - http://www.uq.edu.au/current-staff/working-at-uq

DUTY STATEMENT

Primary Purpose of Position

The Training & Regulatory Compliance Coordinator position has two primary and interconnected purposes;

- Facilitate staff training and compliance activities of UQ Biological Resources (UQBR)
- Manage the daily operations of UQBR/Gatton small rodent animal facility

A major component of this position will be reviewing staff training programs, including the associated SOP’s and processes within the UQBR Animal Facilities plus monitoring compliance with legislation relevant to UQBR’s operational environment.

This position will need to ensure compliance with The Code of Practice for the Care and Use of Animals for Scientific Purposes that underpins the majority of funding involved in animal research, in addition to supporting the Administration Manager with regulatory compliance and UQ OHS expectations.

This position will involve a high level of responsibility and the ability to work independently

Duties

Duties and responsibilities include, but are not limited to:

Training

*Internal (in-house)*

- Development (Write) and delivery of training materials and professional learning resources for training staff with relation to the lab animal industry.
- Co-ordinate the documentation and review of the UQBR training program.
• Provide support to UQBR Trainers to ensure they understand, complete and sign off on the required assessment criteria. “Train the Trainers”

• Ensure staff training and development programs are being established across UQBR.

• Provide support to management within this area of responsibility.

External

• Industry specific education:
  o Contact Point for service provider and
  o Co-ordination of course registration and exams

Support Administration Manager

• Co-ordinate UQBR Annual presentation training and education schedule.

• Assist with the coordination of UQ Vet Tech presentations, placements and rotations.

• Regulatory compliance; Administrative and Inspections
  o Scheduling and conducting annual OHS inspections
  o Transcribing summary reports from annual OHS inspections
  o Maintaining registers for; P2 Respirator - Fit tests, Fit & Proper Person declarations (Biosecurity) and drugs officer approvals.
  o Assist with updating and review of the UQBR Risk assessments;
  o Assist with developing a UQBR Manual Handling workshop
  o Assist with reviewing the UQBR induction package for staff, researchers and contractors.
  o Assist with inspections and review of animal holding outside of UQBR
  o Help manage UQBR AEC/ OGTR / Biosecurity documentation

• Any other duties as reasonably directed by your supervisor

Facility Management

• Manage the day/day operations of the (Gatton) animal facility.
Other
Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:

- 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 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 UQBR Administration Manager
SELECTION CRITERIA

Essential

- Completion of a degree with subsequent relevant experience in Laboratory animal research industry; or extensive experience or broad knowledge in technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience with the daily operations of an animal containment facility and regulatory compliance
- Demonstrated experience in implementing and maintaining training programs
- Demonstrated experience in facilitating training and skills acquisition
- Excellent communication and report writing skills
- Proficient in using electronic software programs and hardware
- Excellent inter-personnel skills including the ability to communicate effectively with staff and clients, by telephone, email and in person
- Ability to liaise effectively with a wide range of stakeholders

Desirable

- Completion of a Certificate IV Training and Assessment and extensive relevant work experience.
- Completion of a Certificate Workplace Health & Safety Coordinator (WHSC) and relevant work experience.
- Demonstrated competence in animal facilities, husbandry requirements, and refinement techniques using animals.
- Detailed knowledge of relevant codes and acts governing the use of animals in research
- Demonstrated competence in the conduct of administrative work including the ability to review work practices and update procedures and processes; or be able to demonstrate the ability to rapidly acquire such knowledge and skills
- Experience with project management and meeting deadlines

The University of Queensland values diversity and inclusion.

Applications are particularly encouraged from Aboriginal and Torres Strait Islander peoples. For further information please contact our Australian Indigenous Employment Coordinator at: atsi_recruitment@uq.edu.au

Applications are also encouraged from women.

This role is a full-time position; however flexible working arrangements may be negotiated.