POSITION DESCRIPTION

Position Title: University of Queensland Hidden Vale Centre Manager
Organisation Unit: University of Queensland Biological Resources (UQBR)
Position Number: 3039626
Type of Employment: Full time, fixed-term for 12 months with possibility of renewal
Classification: Hew Level 7

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 (43), the US News Best Global Universities Rankings (52), QS World University Rankings (47), 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 our Life Sciences subject field ranking in the Academic Ranking of World Universities was the highest in Australia at 20.

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 240,000-plus alumni. The University has about 7,000 academic and professional staff and a $1.8 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 this will be a strategic focus going forward.

Organisational Environment

On behalf of the University of Queensland and other Research partners, The University of Queensland Biological Resources (UQBR) is a central UQ Research Infrastructure Centre has overall responsibility for all aspects of service provision and management of facilities in its purview.

The University of Queensland Biological Resources (UQBR) has two primary functions: The supply and care of animals employed in research; and Maintenance and development of the infrastructure that is necessary in the housing and care of animals in UQBR facilities.

The Hidden Vale Wildlife Centre (HVWC) was established as part of a collaboration between The Turner Family Trust /Gainsdale group (TFTG) and UQ. A key function of HVWC is to provide specialised facilities for research and teaching involving wildlife. This component of the HVWC falls under the management of UQBR.

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 HVWC Animal Facility Manager’s primary purpose will be to manage the day to day operations of the facility as they relate to teaching and research. The position-holder will work closely with the UQBR Director to ensure activities at the HVWC facility are conducted and managed in a manner which adheres to the operating principles of the UQBR and UQ policy. The manager will be responsible for developing strong working relationships with other parties at the HVWC.

Duties

The primary responsibility of this position is to provide an effective and efficient operational environment for teaching and research activities at HVWC. Duties and responsibilities include, but are not limited to:

- Effectively manage the HVWC facilities to support best practice in animal welfare and the highest standard of teaching and research outcomes.
- Advise on strategies relating to the use and housing of animals in HVWC.
- Ensure that ethical and other required approvals are in place prior to the use of the HVWC facilities for research and teaching.
- Advise on the suitability of current and future infrastructure at HVWC and assist with planning and acquisition.
• Liaise with researchers and teachers to ensure best practice and to identify and provide technologies and services that will improve research outcomes, and animal welfare.

• Liaise with the University Institutional Biosafety Committee and Animal Ethics Committees as required.

• Liaise with the key stakeholders, UQ management, Faculty/School/Institute/Centre, Office of Research Ethics, Animal Ethics Committees, OHS Biosafety Office and UQ Property and Facilities where required.

• Develop and implement Standard Operating Procedures for the HVWC facilities.

• Work with the UQBR Director and the Office of Research Ethics to develop and implement training and competency requirements as they relate to the HVWC 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 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

• requirements of the The Animal Care and Protection Act 2001 (Queensland) and the Animal Care and Protection Regulation 2012 (Queensland), the requirements of Australian Code for the Care and use of Animals for Scientific Purposes 8th edition (2013), The Australian Code for the Responsible Conduct for Research (2007) and other legislation as required.

• Medical Clearance: Working with small 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 Director, UQ Biological Resources and through them to the Research Infrastructure Office of the oDVCR.
SELECTION CRITERIA

Essential

- Tertiary qualification in an animal/wildlife production or associated animal research related field.
- An equivalent combination of relevant experience and/or education/training
- Experience in managing small animal and/wildlife research units.
- Demonstrated ability to manage people, infrastructure, and budgets.
- Ability to liaise effectively with a wide range of stakeholders and to negotiate a positive outcome.
- Demonstrated high level of time management and organisational skills with proven ability to prioritise tasks to meet deadlines with a high degree of accuracy and attention to detail under minimal supervision.
- Proficient in using electronic software programs and hardware.
- Detailed knowledge and commitment to the relevant codes and legislative instruments governing the use of animals for research and teaching.

Desirable

- Experience with Australian Wildlife care
- Involvement in professional industry activities
- Formal accreditation/ qualification as a training provider or other skills provider

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.