POSITION DESCRIPTION

Position Title: UQ Biological Resources (UQBR)
Organisation Unit: UQ Biological Resources (UQBR)
Position Number: 3015463
Type of Employment: Continuing
Classification: Hew Level 8

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 (51), 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://uniqest.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 laboratory 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

To manage all infrastructure and operational activities of UQBR/AIBN animal facility. This facility occupies all of level 6 of The Australian Institute of Bioengineering and Nanotechnology (AIBN), including PC2, PC3, AA5.1, AA5.3 and AA7.6 holdings. The Manager will have a broader role to facilitate research using animal at UQ and to assist in the further development of UQBR as a world class service provider.

Duties

Duties and responsibilities include, but are not limited to:

- Production of Laboratory animals of defined physiological status in a number if species.
- Management of animal surgical facilities
- Importation and quarantine of animal from overseas
- Maintain the highest standards of animal health and welfare.
- Maintain facilities and infrastructure.
- Facilitate research and teaching involving animals
- Human Resource Management
- Physical and financial resource management
- Business development
- Participate in overall UQ animal services management
- To work closely with researchers to facilitate research outcomes.
- Manage a large rodent breeding and housing operation.
- Apply expert knowledge and ability in the breeding and care of Genetically Modified Animals
- Provide and operate to a budget
- Provide High standard, in depth, timely reports on management and other relevant issues.
- Formal training of staff at facility and organizational level.
• Responsible for ordering all necessary equipment, consumables and maintain inventory
• Responsible for all aspects of Administration including, invoicing, animal inventory and cost recoveries.
• Attend AEC Committee meetings
• Responsible for compliance and best practice to -:
  - Code of practice for the Care and use of animals for scientific purposes.
  - Office of the Gene Technology Regulator
  - Australian Biosecurity Inspection Service
  - QLD, DPI&F Animal Care and Protection Act
  - University of QLD policies and procedures
  - Occupational health and safety
• On a wider scale, contribute to overall operation of UQ Biological Resources in achieving world’s best practice.
• Contribute on an industry professional level. e.g. external presentations, Submissions to regulators etc.
• Any other duties as reasonably directed by your supervisor

**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 the Director, UQ Biological Resources and supervises 13 staff.
SELECTION CRITERIA

Essential

- Tertiary qualification in an animal production or animal research related field.
- Demonstrated experience in managing rodent production.
- Demonstrated experience in using and managing animals in a research environment.
- Detailed knowledge of relevant codes/acts and their administration, governing the use of animals in research.
- Experience in Operating Specific Pathogen Free production systems.
- Demonstrated experience in training and skills acquisition.
- High level human resource management skills
- High level physical and financial resource management skills
- Ability to liaise effectively with a wide range of stakeholders
- Excellent communication and report writing skills
- Proficient in using electronic software programs and hardware.
- A track record in facilitating animal research
- Excellent inter-personnel skills

Desirable

- Experience with GM rodent production, Rabbits and Xenopus
- Experience in surgery operation and anaesthesia.
- Involvement in professional industry activities
- Demonstrable interest in providing training and skills acquisition.
- Demonstrable experience as a service 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.