POSITION DESCRIPTION

Position Title: Senior Animal Technical / Research Coordinator
Organisation Unit: UQ Biological Resources
Position Number: 3025910
Type of Employment: Full Time/ Fixed term
Classification: Hew Level

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 CWTS Leiden Ranking (32), the Performance Ranking of Scientific Papers for World Universities (43), the US News Best Global Universities Rankings (42), QS World University Rankings (48), Academic Ranking of World Universities (55), and the Times Higher Education World University Rankings (69). Excluding the award component, UQ is now ranked 45th in the world in the ARWU, and is one of the only two Australian universities to be included in the global top 50.

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 52,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 15,400 international students from 135 countries, adding to its proud 250,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $1.75 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.

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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

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 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 will be 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. It will house over 650 researchers and students when it opens in late 2012, with further clinically focused TRI facilities at the Mater Hospital campus and the PA hospital campus opening in 2013. Researchers at these facilities will work closely with clinicians in all areas of health care.

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. The Translational Research Institute (TRI) is a unique, Australian-first initiative of ‘bench to bedside’ medical research. TRI combines clinical and translational research to advance progress from laboratory discovery to application in the community.

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 Senior Animal Technical / Research Coordinator primary purpose will be to coordinate the daily operations, and to provide a high quality husbandry care and research 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:

**Research and Technical Duties**

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

**Administration**

- Assist with training staff/researchers and students in animal husbandry and surgical techniques.
- Provide reports as required on operational activities
- Use of relevant UQ financial and ordering systems
- Maintaining animal management databases
- Monitoring AEEC numbers
- Maintaining Drug register
- PC2 training and adherence to OGTR guidelines
- Conduct Animal Facility Inductions
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
- 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 UQBR TRI (BRF) Senior Animal Facility Manager, UQ Biological Resources.
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
- 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
- Experience in rodent surgical or advanced reproductive techniques
- Excellent inter-personnel skills including the ability to communicate effectively with clients, by telephone, email and in person

**Desirable**

- Demonstrated experience in providing training and skills acquisition
- Proficient in using electronic software programs and hardware
- Ability to prioritise own workload, work independently and meet deadlines
- Ability to troubleshoot and acquire positive outcomes
- A demonstrated capacity to work within and lead a functioning team

**Vaccinations and Immunisation**

It is a condition of employment for this role that if you are required now or in the future, to work or interact in Queensland Health clinical facility; or in an equivalent clinical health facility; or health care role; or will be required to perform work tasks that put you at risk of exposure to vaccine-preventable disease you are required to be immunised against, and remain immunised against, certain vaccine preventable diseases (VPDs) in accordance with the University’s Vaccinations and Immunisation Guidelines (PPL 2.60.08). The employee is required to provide evidence of immunisation against VPDs.

The University of Queensland values diversity and inclusion and actively encourages applications from those who bring diversity to the University. Please refer to the University’s Diversity and Inclusion webpage (http://www.uq.edu.au/equity) for further information and points of contact if you require additional support.

Accessibility requirements and/or adjustments can be directed to recruitment@uq.edu.au