POSITION DESCRIPTION

Position Title: Senior Animal Technical – Training Coordinator
Organisation Unit: University of Queensland Biological Resources
Position Number: 3017723
Type of Employment: Full time, fixed term
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 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.
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 opened in late 2012, with facilities across hospital campuses in south Brisbane, bringing 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 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 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 primary purpose of this position is to coordinate the training in animal work and related procedures at the Biological Resources Facility at the Translational Research Institute. This role is expected to provide significant administrative support and ensure compliance with regulatory requirements, as well as development and implementation of best practice in terms of animal welfare, research outcomes and training methodology.
Duties

Duties and responsibilities include, but are not limited to:

**Administrative Duties**

- Plan, conduct and document the training and competency assessment activities in consultation with the facility managers, breeding and research coordinators and in collaboration with the UQBR Training and Regulatory Compliance Co-ordinator.
- Develop and implement training material (including online courses, presentations and standard operating procedures) and professional learning resources for training of both BRF and research staff, in collaboration with UQBR’s Training and Regulatory Compliance Co-ordinator, and in consultation with the facility managers, BRF team and research staff.
- Provide training and support for BRF staff members, particularly those responsible for training in-house in specific areas and procedures.
- Implement, review and manage training programs and systems of documentation, including online tools and databases.
- Actively participate in the UQBR Training Committee and provide feedback on policies.
- Ensure training material and resources are written in accordance with regulatory requirements including:
  - National and state legislation including the QLD Animal Care and Protection Act.
  - NHMRC Australian code for the care and use of animals for scientific purposes.
  - AEC Compliance.
  - Biosecurity, Department of Agriculture and Water Resources.
  - UQ, UQBR and TRI policies and procedures.
  - Occupational Health and Safety, including Biosafety.
- Provide reports on the progress of individual trainees and training programs.
- Assist the facility managers and research/breeding coordinators with daily management of services.

**Research and Technical Duties**

- Perform training and supervision of BRF and research staff in all standard breeding and experimental work including animal husbandry, health care and colony management.
- Provide technical research and breeding services in consultation with the Research, Breeding and Gnotobiotic Coordinators.
- Perform and provide training and supervision in advanced and specialised rodent techniques, including administration of substances, rodent anaesthesia and surgery.
- Work and provide training in specialised areas of the facility including Gnotobiotic, PC3, radiation, cytotoxic and infectious areas.
- Perform record keeping, particularly in relation to training performed, ethics approvals for training with live animals and use of restricted drugs.
- Participate on the weekend/public holiday roster.
- And any other reasonable duties as directed.
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 Senior Facility Manager and Deputy Facility Manager, UQ Biological Resources. This position supports the Breeding, Research and Gnotobiotic Coordinator roles as well as other staff members as required.
SELECTION CRITERIA

Essential

- A scientific degree with at least two (2) years’ experience working with research animals; or extensive experience and expertise in working with research animals in a technical and/or training capacity; or an equivalent combination of relevant experience and/or education/training.
- Knowledge and proficiency in a wide range of laboratory rodent techniques, including husbandry, administration of substances, anaesthesia and surgery
- Knowledge and experience of laboratory animal care and industry regulatory requirements.
- Proficient in using electronic software programs and hardware.
- Excellent communication (written and oral), negotiation and interpersonal skills
- Good time management and organisational skills with proven ability to independently prioritise tasks to meet deadlines with a high degree of accuracy and attention.
- Experience in staff supervision and training

Desirable

- Demonstrated experience in successful implementation and management of training programs, resulting in an improvement in team performance and outcomes
- Detailed knowledge and proficiency in a wide range of laboratory rodent techniques, including husbandry, administration of substances, anaesthesia and surgery
- Demonstrated commitment to using initiative and resolving issues to a favourable outcome
- Involvement in professional industry activities

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 the contact person listed in the job advertisement.