POSITION DESCRIPTION

Position Title: UQBR Animal Facility Manager
Organisation Unit: UQ Biological Resources
Position Number: NEW
Type of Employment: Full Time, Fixed Term 5 years
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 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 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

The Animal Facility Manager’s primary purpose will be to manage all infrastructure, daily operational activities and personnel management of three small UQ Biological Resources (UQBR) animal facilities - SCMB/CAI & OTTO. This position involves a high level of responsibility in a significant supervisory, administrative, and human resource management. The Animal Facility Manager will also have a broader role in facilitating Research using animals 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:

- Manage rodent breeding and housing operation, and apply expert knowledge and ability in the breeding and care of Genetically Modified Animals
- Production of animals of defined physiological status in a number of species.
- Manage proper implementation of animal welfare practices, protocols and parameters, ensuring high quality, ethical animal care practices are undertaken at all times
- Work closely with researchers to facilitate research outcomes and ensure effective interaction between facility staff and research personnel.
- Oversee the effective management of resources across the organisation including staff, supplies, equipment, repairs and maintenance.
- Conduct Laboratory Animal Facility Inductions for new users, staff, and contractor, and organize training and development on animal facility procedures, animal handling and animal welfare.
- Management of day to day operations, and workflows of three small animal facilities SCMB/OTTO & CAI and provide day-to-day management of facility staff including allocation of tasks and duties, and organisation of rosters to ensure that the wellbeing of the animals and the security of the facility is maintained at all times. This includes
mentoring of direct reports in performance evaluations and other personnel-related issues.

- Ensure all staff duties are carried out in conjunction with all Acts, Codes, and Regulations and policies, and conduct regular staff meetings to ensure good communication across all facets of the department.
- Undertake planning and forecasting activities to ensure appropriate staffing levels are maintained and initiate and contribute to the recruitment and selection of staff for the facility.
- Participation on the after-hours/weekend/public holiday rosters
- Explore opportunities to enhance service provision and further Business development and 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.

Administration

- Responsible for all aspects of Administration including animal inventory and cost recoveries and the use of relevant UQ financial and ordering systems, while operating to a budget.
- Management of facility records (including training, maintenance, OCTR, PC2, etc.), Drug register, and provision of reports as required on operational activities
- Monitoring AEC numbers
- 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 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 Director, UQ Biological Resources and supervises approx. 6-8 staff.
SELECTION CRITERIA

Essential

- A degree with at least four (4) years subsequent industry relevant experience; or extensive experience and management expertise in animal production or animal research, technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.
- Significant knowledge and experience of Laboratory animal care operations and industry regulatory requirements, including experience in rodent technical procedures and daily operations of a laboratory animal research facility.
- Experience with GM rodent production.
- Knowledge and skills in specialised laboratory animal husbandry and surgical techniques.
- A demonstrated capacity and experience to work within and lead a multiple and diverse functioning team, and experience in managing and coordinating daily workloads for a number of staff.
- Detailed knowledge of the relevant codes and acts governing the use of laboratory animals in the Australian research environment.
- Proficient in using electronic software programs and hardware.
- Ability to use initiative and resolve issues to a favorable 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.
- Excellent communication and interpersonal skills including the ability to negotiate effectively and lead a team of people.
- Demonstrated ability to relate to staff at all levels, with an awareness of cross cultural differences and ability to maintain confidentiality.

Desirable

- Experience in Resource management and process improvement.
- Demonstrated experience in providing training and skills acquisition.
- Involvement in professional industry activities.

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.

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

Accessibility requirements and/or adjustments can be directed to the contact person listed in the job advertisement.