POSITION DESCRIPTION

Position Title: UQBR Aquatics Facility Manager
Organisation Unit: UQ Biological Resources
Position Number: 3013045
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 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 (65). 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

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 The University of Queensland Marine and Zebra fish Research Facilities. The Manager will also have a broader role in facilitating research using animals at UQ and assist in the further development of UQBR as a world class service provider.

Duties

Duties and responsibilities include, but are not limited to:

Facility Management

- The Management and Supervision of all staff
- Conduct regular staff meetings to ensure good communication across all facets of the department.
- Develop, document and promulgate best practice standard operating procedures and Risk assessments.
- Manage Zebra fish breeding and housing operation.
- Apply expert knowledge and ability in the breeding and care of Genetically Modified Animals
- Responsible for the day to day running of the Zebra fish Research facility
- Maintenance of aquarium facilities (pumps, filters etc).
- Monitoring of animal health and water quality.
- Providing feed and general husbandry.
- Cleaning and general upkeep of animal holding and central areas
- Maintain the highest standards of animal health and welfare.

Human Resource Management- Currently responsible for approx. 5 staff and overseeing the activities of all Personnel entering the facility
- Participation on the afterhours/weekend/public holiday roster
- To work closely with researchers and user groups to facilitate research outcomes.
- Act as liaison between The relevant Infrastructure manager, building and safety officer, including providing after hours emergency contact
• Coordinating the animal facility safety induction for all new staff and students
• Maintain facilities and infrastructure
• Train staff / researchers and students in animal husbandry and surgical techniques.
• Provide and operate to a budget.
• Responsible for ordering all necessary equipment, consumables and maintaining inventory.
• Explore opportunities to enhance service provision and further Business development
• Oversee the movement of Zebra fish imports and exports into UQ zebra fish facilities
• Ensure all staff duties are carried out in conjunction with all Acts, Codes, Regulations and Policies.
• Contribute to the development of contingency plans
• 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.
• And any other reasonable duties as directed

**Administration**

• Provide reports as required on operational activities
• Responsible for all aspects of Administration including, animal inventory and cost recoveries.
• Monitoring AEC numbers
• Maintaining Drug and restricted chemical registers
• Maintaining facility records (including training, maintenance, OCTR, PC2, 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 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

**Organisational Relationships**

The position reports to the Director, UQ Biological Resources and supervises 5 staff
SELECTION CRITERIA

Essential

- A degree with at least four (4) years subsequent industry relevant experience; or extensive experience and management expertise in Aquatic production, research, technical or administrative fields; or an equivalent combination of relevant experience and/or education/training.
- Demonstrated experience in managing Zebra fish production units
- Significant experience with managing small and diverse team.
- A demonstrated capacity to work within and lead a functioning team
- Demonstrated experience in training and skills acquisition.
- High level physical and financial resource management skills
- Proficient in using electronic software programs and hardware
- Ability to liaise effectively with a wide range of stakeholders
- Meticulous record keeping skills
- 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.
- Excellent written and oral communication skills with the ability to communicate with clarity.
- Demonstrated ability to relate to staff at all levels, with an awareness of cross cultural differences and ability to maintain confidentiality

Desirable

- Aquaculture/aquarium experience.
- Detailed knowledge of relevant codes and acts governing the use of animals in research
- Experience interfacing with government agencies
- Knowledge/Experience in pathogen exclusion techniques
- Experience working in a research environment.
- Knowledge of genetics
- A track record in facilitating animal research

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.