**POSITION DESCRIPTION**

**Position Title:** Animal Behavioural Facility/Scientific Services Officer  
**Organisation Unit:** Queensland Brain Institute  
**Position Number:** NEW  
**Type of Employment:** Full Time, Fixed term appointment for 12 months  
**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 (40), the US News Best Global Universities Rankings (42), QS World University Rankings (47), Academic Ranking of World Universities (54), and the Times Higher Education World University Rankings (66). 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 53,000-plus strong student community includes more than 16,400 postgraduate scholars and more than 17,000 international students from 135 countries, adding to its proud 260,000-plus alumni. The University has more than 6,600 academic and professional staff (full-time equivalent) and a $2.15 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+.

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 Queensland Brain Institute (QBI) works to understand the development, organisation and function of the brain. We aim to understand the neural circuits in the brain, how their function results in behavioural outcomes, and how dysfunction of these circuits leads to disorders such as dementia, Parkinson’s disease and schizophrenia. We aim to (1) Develop novel therapeutic approaches to treat disorders of neural function and (2) Use our understanding of brain function to improve learning in classrooms and in the workplace.

Established in 2003, QBI is housed on the St Lucia campus of UQ. It is home to more than 450 staff and students, including 41 group leaders.

Over the past decade QBI has become known as one of the world's leading neuroscience research institutes. It played a key role in contributing to UQ attaining the highest possible score of 5 for neuroscience, in both the 2010, 2012, and 2015 Excellence in Research for Australia (ERA) reviews, one of only two universities in Australia to achieve this.

Information about the Institute may be accessed on the Institute’s web site at www.qbi.uq.edu.au

QBI Animal Behaviour and Surgery Facility

The ABF provides sound attenuated facilities to study behaviour in mice and rats across two separate locations. The wide range of available equipment allows comprehensive characterization of rodent models of various neurological diseases starting from general characterization all the way to learning, memory and cognitive functions. There are more than 40 different behavioural tests and procedures available for researchers with the vast majority of them utilising modern automated running/scoring/tracking systems; most of these systems support export of data into MS Excel or MS Access Databases. The surgical suites include multiple stereotaxic surgery stations, viral injection capabilities and in utero electroporation facilities.

Information for Prospective Staff

Information about life at UQ including staff benefits, relocation and UQ campuses is available online.

DUTY STATEMENT

Primary Purpose of Position

This position is a split role with responsibilities within the QBI Animal Behavioural Facility and also providing Scientific Support to the QBI Laboratories. Responsibilities within the ABF include managing the daily operations of the facility, maintenance of the equipment,
management of booking systems and will include working with research scientists for training in techniques. It will also involve conducting experiments as required. The Scientific Services officer role will provide specialist technical support for the QBI research laboratories and facilities, including assistance with the implementation of the safety management plan, equipment management, training, auditing and report documentation.

We are seeking someone who has experience in animal behavioural experiments and/or surgery techniques, and a good understanding of general PC2 laboratories and relevant OHS requirements.

**Duties**

Duties and responsibilities include, but are not limited to:

**Animal Behaviour Facility**

- Assist with managing the daily operation of the Animal Behavioural Facility, including routine maintenance and cleaning.
- Assist or conduct behavioural testing experiments as required.
- Train QBI staff and students in operation of behavioural testing equipment, including safety requirements and facility inductions.
- Undertake administrative tasks including (but not limited to) preparation of reports, SOPs, administration of cost recovery activities, management of booking systems, and provide information for the production of operational, budgeting and planning reports as required.
- Contribute to the activities of other groups such as research projects within QBI as directed, under the supervision of the facility manager.
- Other duties as directed by Supervisor

**Scientific Services Officer**

- Management of QBI provided laboratory equipment, including:
  - Assisting with the execution and recording of maintenance schedules to ensure equipment is routinely and appropriately serviced.
  - Provision of training for use of specialized facilities and equipment.
  - Assisting with diagnosis and rectification of instrument faults.
  - Assisting in the costing of new equipment as required.
- Assisting in the scheduling of testing regimes for biohazard cabinets, fume cupboards and laboratory equipment.
- Facilitating and recording the movement of research equipment within the Institute.
- Maintenance of accurate equipment maintenance and repair records in compliance with OGTR and other regulatory requirements.
- Liaising with company representatives, instrument engineers, staff and students ensuring excellent communication for training and whenever there is a disruption for an instrument.
- Assisting with maintenance of liquid nitrogen storage database and waste disposal procedures.
• Assisting with audits (including assets, waste disposal, OH&S, DAWR Biosecurity and OGTR)

• Providing assistance with routine Store duties as required.

• Assist the OH&S Manager with the implementation of OH&S policies and procedures, by providing assistance with:
  - Maintenance of chemical inventory and SDS records including ensuring appropriate storage, use and record keeping for chemicals delivered and outgoing.
  - Maintenance of a current hazardous goods database.
  - Safety induction processes, including local safety inductions for new staff, visitors and contractors.
  - Monitoring of risk assessment procedures for laboratory practices and assisting in the creation of new protocols.
  - Monitoring compliance with OH&S systems including the use of PPE and correct waste disposal requirements, chemical storage
  - Monitoring compliance with Federal and Queensland Government, University of Queensland and QBI OH&S legislation and policies.

• Coordinate regular safety checks of emergency equipment, including first aid kits, defibrillators, biohazard and chemical spill kits, communication equipment, SCBA equipment, ladders and storage and racking.

• Providing assistance to other QBI support staff and Facilities as required.

• Undertake appropriate relevant training.

• May sometimes be required to work after hours, including weekends

Other
• Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including but not exclusive to:
  o the University’s Code of Conduct
  o 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
  o the adoption of sustainable practices in all work activities and compliance with associated legislation and related University sustainability responsibilities and procedures
  o 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 Scientific Services Manager and will have dotted reporting line to the Animal Behaviour Facility Manager and the OHS Manager.
SELECTION CRITERIA

**Essential**

- A BSc in a relevant discipline, with subsequent relevant experience, or an equivalent combination of relevant experience and/or education/training.
- Experience in relevant behavioural techniques and handling of small animals (mice and/or rats) and experimental procedures.
- Demonstrated understanding of OH&S principles and practices.
- Good understanding of current animal ethics requirements.
- Demonstrated ability and willingness to solve problems and find solutions to technical problems.
- Demonstrated effective interpersonal, teamwork and organisational skills and a high level of attention to detail.

**Desirable**

- Experience in rodent surgical techniques.
- Experience in safety auditing or lab management.
- Knowledge of relevant OH&S, OGTR and Biosecurity legislative requirements and UQ operating procedures.

**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 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.*