Position Description

Title: Animal Technician
HEW Level: HEW Level 4

Faculty/Office: Office of the Deputy Vice-Chancellor (Research)
Position Number:

Department/Team: MARS
Date: October 2017

Position Purpose: To provide high level of care to animals, maintain facilities and offer services to support the teaching and research activities of Macquarie University and external stakeholders.

ORGANISATIONAL CONTEXT

Macquarie University is one of the leading research universities in Australia.

Macquarie Animal Research Services (MARS) is responsible for the supply, breeding and care of animals used for research and teaching and the maintenance of the animal holding facilities. It has responsibilities for activities such as overseeing safety and regulatory compliance and providing assistance and training to research staff. Operating within a highly regulated environment, the MARS staff are committed to high animal welfare standards while supporting Macquarie University’s research through efficient delivery of services.

ORGANISATION CHART

- Head of Animal Facilities
- Head of Department of Biological Sciences
- Central Animal Facility Manager
- Fauna Park Manager
- Animal Technician (X3)
- Animal Attendant (X2)
- Animal Facility Cleaner (X2)
**KEY ACCOUNTABILITIES**

- Perform all aspects of husbandry of research animals in accordance with the NHMRC Code of Practice, the NSW Animal Research Act, relevant Occupational Health, and Safety regulations, the Animal Ethics Committee and PC2.
- Collect and maintain animal breeding and animal usage records, reports and other relevant information electronically and on paper as required by the facility management.
- Monitor, maintain and clean equipment, labs, procedures rooms, animal rooms and animal enclosures (indoors and outdoors). Monitor, stock and order consumables. Liaise with the CAF Manager and, in the manager's absence, the Animal Welfare officer, regarding issues of concern.
- Contribute to the identification, assessment, and control of hazards and associated risks to ensure WHS.
- Contribute to the development of Standard Operating Procedures.
- Provide support and back up to the Central Animal Facility and Fauna Park Managers and their peers in the management of the MARS facilities.
- Comply with relevant EEO and WHS regulations
- Perform any other duties as required and appropriate for this classification.

**POSITION CONTEXT**

| Reports to: | Central Animal House Facility Manager |
| Positions Reporting to: | Nil |
| Key Direct Clients: | Faculties  
Departments  
Staff and Students |
| Other Key Relationships: | Faculties  
Departments  
Staff and Students |
| Budget Accountability: | Nil |
| Role-specific Conditions: | 7 day work roster  
Criminal History Check |
| Scope and autonomy | Work tasks may require interpretation, decisions and advice within the scope of defined systems, processes, procedures and techniques. |
| Problem solving | Draws on own knowledge and experience to analyse problems, develop solutions and implement them. |
### CAPABILITY FRAMEWORK

Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.

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<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<td><strong>Planning and Execution</strong>: Managing time and resources to complete tasks and achieve objectives.</td>
<td><strong>Perseverance</strong>: Persevering despite obstacles to ensure tasks are completed.</td>
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<td><strong>Quality Focus</strong>: Ensuring accuracy and quality when completing tasks.</td>
<td><strong>Flexibility</strong>: Responding effectively to unexpected or changing circumstances.</td>
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<td><strong>Communication</strong>: Effectively grasping and conveying ideas and concepts to others.</td>
<td><strong>Integrity</strong>: Maintaining confidentiality, discretion and professionalism.</td>
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<td><strong>Service Focus</strong>: Making students and research staff key contacts and their needs a priority.</td>
<td><strong>Reliability</strong>: Meeting commitments and responsibilities.</td>
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<td><strong>Team Work</strong>: Working in collaboration with others to achieve shared goals.</td>
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### REQUIRED KNOWLEDGE

Qualifications, technical and/or professional skills and information needed from day one for successful performance.

Diploma in Animal Technology, or Certificate III in Animal Technology, Animal Care and Management or Zoo Keeping.

Knowledge of Animal Ethics legislation and welfare requirements in accordance with the NHMRC Code of Practice, the NSW Animal Research Act, relevant Occupational Health and Safety regulations, the Animal Ethics Committee and PC2.

### ACQUIRED KNOWLEDGE

Organisational and/or professional skills and information to be developed within the first 3 to 6 months in the role for successful performance.

Knowledge of the MARS Facilities functions and structure.

Knowledge of what other areas of the University do and how they interact with the faculty/office.

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### KEY EXPERIENCES

Practical experiences and exposure to specific environments or activities related to successful performance.

Working in an animal research facility, including experience in the care, husbandry and breeding of research animals and wildlife. Sing with researchers and students.

Handling, sexing and caring for various animal species.

Working independently and as part of a team.