Position Description

Title: Animal Technician

HEW Level: HEW Level 4

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

Position Number:

Department/Team: Macquarie Animal Research Services (MARS)

Date: November 2018

Position Purpose: To provide high level of care to animals, maintain facilities and assist the teaching and research activities of Macquarie University.

ORGANISATIONAL CONTEXT

The Deputy Vice-Chancellor (Research) [DVCR] is responsible for the development and strategic enhancement of Macquarie University’s research, research training, and innovation profile as well as the creation, support and advancement of local, national and international research collaborations and partnerships.

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, Macquarie Animal Research Services (MARS)
- Zebrfish Facility Manager
- Central Animal House Facility Manager
- Fauna Park Manager
- Aquatic Laboratory Assistant
- Animal Technicians
- Animal Attendants
- Animal Facility Cleaner
### 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.
- Monitor, maintain and clean equipment, labs, procedures rooms, animal rooms and animal enclosures (indoors and outdoors).
- 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, stock and order consumables.
- Provide support and back up to the facility managers in the management of the MARS facilities.
- Provide general direction and guidance to the Animal Attendants and other staff, as appropriate.
- Liaise with the Facility Manager, Animal Technicians, researchers and the university veterinarians regarding issues of concern to the health of animals and escalate as required.
- Contribute to the identification, assessment, and control of hazards and associated risks to ensure WHS.
- Contribute to the development of Standard Operating Procedures.
- Provide advice to researchers and students on basic research procedures and assist, when required.
- Comply with relevant EEO and WHS regulations
- Perform any other duties as required and appropriate for this classification.

### Position Context

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<tr>
<th>Reports to:</th>
<th>Central Animal House Facility Manager</th>
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<td>Positions Reporting to:</td>
<td>Nil</td>
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| Key Direct Clients: | MARS Managers  
| | Other staff members in MARS  
| | Research staff and students  
| | MQ staff and students in general |
| Other Key Relationships: | Faculties  
| | Departments |
| Budget Accountability: | Nil |
| Role-specific Conditions: | Weekend work – roster pattern  
<p>| | 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. |</p>
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<tr>
<th>CAPABILITY FRAMEWORK</th>
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<td>Capability Frameworks describe the behaviours, skills, attributes and experience required to successfully perform a position or group of similar positions.</td>
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<th>COMPETENCIES</th>
<th>ATTRIBUTES</th>
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<td>Planning and Execution: Managing time and resources to complete tasks and achieve objectives.</td>
<td>Perseverance: Persevering despite obstacles to ensure tasks are completed.</td>
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<td>Quality Focus: Ensuring accuracy and quality when completing tasks.</td>
<td>Flexibility: Responding effectively to unexpected or changing circumstances.</td>
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<td>Communication: Effectively grasping and conveying ideas and concepts to others.</td>
<td>Integrity: Maintaining confidentiality, discretion and professionalism.</td>
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<td>Service Focus: Making students and research staff key contacts and their needs a priority.</td>
<td>Reliability: Meeting commitments and responsibilities.</td>
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<td>Team Work: 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, Animal Care and Management, Zoo Keeping or other relevant combination of qualifications and experience.
- Knowledge of Animal Ethics legislation and welfare requirements in accordance with the NHMRC Code of Practice and the NSW Animal Research Act.
- Knowledge of relevant Occupational Health and Safety regulations.

### 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.

### 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.
- Involvement in animal research.
- Handling, sexing and caring for various animal species.
- Working independently and as part of a team.
- Providing general direction and guidance to other staff members.
- Liaising with researchers and students.