## Position Summary

Animal Services was established in early 2020 as a centralised unit drawn from the former Biological Resource Centre in the Faculty of Medicine.

Animal Services is responsible for supplying animals and managing the majority of facilities used for animal research on UNSW’s Kensington, Randwick and St George campuses.

The unit has an overall objective and responsibility to deliver the highest standards of animal welfare and ethical conduct under conditions of current best practice and regulatory compliance while meeting the needs of UNSW researchers.

The major responsibilities of this position will include the daily provision of exemplary washroom services and cleaning duties in an animal research laboratory. Duties include the efficient maintenance of cage and room hygiene, the safe operation of cage washer and autoclave, preparation of materials for sterilization and minor routine maintenance of equipment. In addition, there is a responsibility for maintenance of records in accordance with current Federal and State legislation and the Australian Code for the care and use of animals for scientific purposes.

This role will report to the Animal Facilities Coordinator and will have no direct reports.

## Accountabilities

Specific accountabilities for this role include:

* Clean and stack used rodent cages for sterilizing and re-use;
* Operate cage washing machines and autoclaves for cleaning and sterilizing equipment and animal caging;
* Prepare and sterilize clean rodent caging for use in the facility;
* Empty used water bottles, clean and refill using water bottle cleaning and filling equipment;
* Maintain a clean washroom and associated work areas;
* Sterilize laboratory equipment when required;
* Perform daily, weekly and monthly monitoring of sterilising equipment and keep accurate records (when directed to do so);
* Remove waste from the facility in accordance with pre-set workflows;
* Clean, re-stock and maintain equipment in procedure rooms;
* Provide assistance to other team members, undertaking any other duties as directed by the Animal Facilities Coordinator or the Director
* Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](https://unsw.sharepoint.com/sites/values-in-action) and the [UNSW Code of Conduct](https://www.gs.unsw.edu.au/policy/documents/codeofconduct.pdf).
* Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

Skills and Experience

* Completion of Year 12 with subsequent relevant work experience, or completion of relevant TAFE Certificate, Associate Diploma, or an equivalent level of knowledge gained through any other combination of education, training and/or experience;
* Demonstrated ability to work independently with minimal supervision, as well as interact with a diverse group of people, work cooperatively and contribute positively in a team environment;
* Cleaning experience in a laboratory or similar environment would be well regarded;
* Demonstrated ability to exercise judgment over task sequencing, set priorities and ensure timetables are met;
* Good communication, interpersonal and organisational skills;
* Demonstrated ability to show initiative and solve simple problems associated with work flows;
* Demonstrated computer skills including knowledge of MS office and databases;
* An understanding of and commitment to UNSW’s aims, objectives and values in action, together with relevant policies and guidelines.
* Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training

Pre employment checks required

* Nil

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.