

POSITION DESCRIPTION

University Services

Research, Innovation and Commercialisation

Animal Welfare Officer

POSITION NO	0038403
CLASSIFICATION	HEW 9
SALARY	\$111,812 to 116,332 per annum
SUPERANNUATION	Employer contribution of 17%
EMPLOYMENT TYPE	Full time continuing
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
CURRENT OCCUPANT	Vacant
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , under 'Job Search and Job Alerts', select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Dr Daniel Barr Tel +61 3 9035 4170 Email dpbarr@unimelb.edu.au <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our websites:

about.unimelb.edu.au/careers
joining.unimelb.edu.au

Position Summary

The Animal Welfare Officer (AWO) provides technical expertise, education and training, and policy leadership for the health and welfare of animals used in research and teaching at the University. The AWO also provides high-quality veterinary clinical support and advice to academics in the care and use of animals in teaching and research.

The AWO works collaboratively with researchers and academics at the University to ensure that the principles of animal ethics are fulfilled, that the obligations of animal welfare are met, and that the standards for the care and use of animals in research and teaching are continually advanced. The AWO also works with the various stakeholders in this area including: the Director of the Office for Research Ethics and Integrity (OREI) and staff in OREI; key personnel in University Services such as facility managers; academic leadership in Chancellery (Research), and the members of the University's Animal Welfare and Ethics Committee (AWEC) and Animal Ethics Committees (AECs).

1. Selection Criteria

1.1 ESSENTIAL

- ▶ A degree in Veterinary Science and eligibility for registration in Victoria.
- ▶ A thorough understanding of research and an appreciation for disciplinary differences that are reflected in the different approaches to conducting research.
- ▶ A thorough understanding of the principles of research ethics and how they can guide research.
- ▶ Demonstrated experience in laboratory animal science and animal welfare.
- ▶ Demonstrated commitment to animal welfare with an understanding of laboratory animal science, ethics and quality assurance programs for the care and use of animals in research and teaching.
- ▶ Knowledge of the legislative and regulatory instruments for the care and use of animals in research and teaching.
- ▶ Demonstrated experience in the development and implementation of policy.
- ▶ Demonstrated success in the development and delivery of training and education programs to a range of audiences.
- ▶ Exceptional relationship building and management skills and the ability to engage with a varied audience in order to achieve an outcome that is appropriate for all.
- ▶ Excellent communication and interpersonal skills and the ability to relate well to colleagues and external parties at all levels.

1.2 DESIRABLE

- ▶ A post-graduate research degree in a relevant scientific discipline that involves animal care and use, or a post-graduate qualification relating to laboratory animal science.

2. Special Requirements

The successful applicant will be required to

- ▶ attend occasional meetings and conferences outside of working hours.
- ▶ provide occasional emergency veterinary care and/or advice outside of normal working hours – sometimes at short notice.
- ▶ travel to off campus research sites (a distance of 35 km – 220 kms)

3. Key Responsibilities

3.1 ANIMAL WELFARE, VETERINARY CARE AND ADVICE

- ▶ Provide expert advice to address concerns about the health, welfare, and care and use of animals in research and teaching.
- ▶ Provide contemporary scientific and technical advice and related services on matters relevant to the care and use of animals in research and teaching. This includes aspects of biosecurity and maintenance of animal health status.
- ▶ Provide high quality veterinary clinical care for the health and welfare of animals used in research and teaching, as required.
- ▶ Assist with, respond to, and manage unexpected adverse events or clinical issues that affect the health and welfare of animals used in research and teaching.
- ▶ Provide expert advice to researchers and to committees in ethics review and monitoring processes.
- ▶ Conduct inspections of University animal facilities and provide reports to relevant stakeholders.
- ▶ Provide advice to the AWEC and operational leadership of animal facilities in relation to animal welfare.
- ▶ Under delegated authority, instruct project supervisors to halt research pending further investigation where the continuation of research places the welfare of animals at significant risk.

3.2 EDUCATION AND TRAINING

- ▶ Develop and deliver online and face-to-face training programs and complex workshops on the health, welfare, and care and use of animals in research and teaching.
- ▶ Coordinate regular training and educational workshops in support of promoting animal welfare and best practice. This involves input into training of procedures such as surgery, anaesthesia, and analgesia.
- ▶ Develop communication plans and material to promote the importance of animal welfare.

3.3 POLICY DEVELOPMENT AND IMPLEMENTATION

- ▶ Lead the development and implementation of policies and standards related to the care and use of animals in research and teaching in collaboration with the research and academic community and relevant committees.
- ▶ Monitor the external environment for changes to codes and statutes and best practice, and support development and implementation of policy and/or procedural changes.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 6.

4. Job Complexity, Skills, Knowledge

4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The AWO reports directly to the Director, Office for Research Ethics and Integrity. Further advice will come from Chairpersons of relevant animal ethics and welfare committees, the Research Ethics and Integrity Strategy Committee and its Chairperson, the Pro-Vice Chancellor (Research Capability). The position exercises, at a senior level, a high degree of delegated authority and independence.

4.2 PROBLEM SOLVING AND JUDGEMENT

The AWO will have high-level skills in problem solving to manage complex, technical, sensitive, and time-critical matters. As such, the AWO must use veterinary clinical expertise, effective analytical skills, and interpersonal skills to inform their work. The AWO will exercise tact and discretion as appropriate. A commitment to animal welfare, skills in advocating and achieving change, and the ability to work under pressure are essential.

4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position requires a high level of theoretical and applied knowledge of veterinary practice, laboratory animal management and medicine, quality assurance programs, and animal ethics. In addition, knowledge of the regulatory instruments that apply to the care and use of animals in research and teaching is necessary.

The incumbent must have a very good understanding of research including the key issues in laboratory animal science and animal welfare. The AWO will use their professional and personal networks to inform decision-making at a senior level in the University.

4.4 RESOURCE MANAGEMENT

The AWO is responsible for efficient time management and effective use of work resources without compromising quality. The incumbent will need to multi-task and to manage their own time effectively, applying their knowledge/expertise to streamline tasks, freeing more time for project activities.

The AWO will be involved in reviewing and making recommendations on new or the refurbishment of existing animal facilities. Effective risk management will be implicit in making recommendations.

4.5 BREADTH OF THE POSITION

The work of the AWO will positively affect how research is conducted at the University. Research, Innovation and Commercialisation (RIC) aims to facilitate world-class research, and the AWO position is a key component of this aim. The nature of the work conducted by the University in this area is sensitive and its release may have commercial consequences. The incumbent will have access to security-sensitive data that must remain protected and confidential at all times.

The AWO will regularly interact with researchers, graduate researchers and academics at all levels. The AWO will also interact with professional staff at all levels and at times, with regulatory authorities, professional and special interest groups, the media and the general public.

The AWO is a key source of advice on animal welfare, care and use in research and teaching to the University's research and teaching community at all levels including staff in Chancellery (Research), Deans, Heads of Departments/Schools, the RIC Directorate, professional staff in University Services and members of relevant committees.

5. Other Information

5.1 ORGANISATION UNIT

UNIVERSITY SERVICES

A trusted partner in shared services.

We operate with a clear, responsive, respectful, user-friendly approach that creates a problem-solving culture to empower people to deliver their best.

University Services comprises approximately 1,500 staff and represents the aggregation and concentration of service delivery capability within what is be the largest administrative unit within the University. It comprises ten portfolios:

- Research, Innovation and Commercialisation
- External Relations
- Academic Services
- Finance and Employee Services
- University Procurement Services
- Infrastructure Services
- Project Services
- Legal and Risk
- Business Intelligence and Reporting
- University Services Operations

These portfolios are responsible for the planning, delivery and review of most professional services.

The University Services organisation also plays a key role in defining the service ethos and quality standards for the broad range of services, as well as leading key aspects of transformational change, and defining and influencing future service enhancements. At its

core, the benefit from the establishment of University Services will come from building expertise, consolidating like functions/ services, eliminating duplication, capturing the benefit of scale, and providing a platform to improve process and system efficiency.

5.2 BUDGET DIVISION

Research, Innovation and Commercialisation (RIC) provides targeted services and commercial expertise that supports the smooth management of research and the growth of external commercial engagement.

RIC provides services in four clusters:

- Research, Innovation and Commercial Engagement supports the development of the research and commercial engagement funding streams, supports academics in strategic engagement with external commercial partners, assesses technologies for IP protection and development, and manages IP and licensing portfolios. The team, particularly those in the business development group, works in collaboration with academic divisions, chancellery and the broader community.
- Major Initiatives, Contracts and Grants provides strategic planning, legal and innovation support for major initiatives through proposal and tender planning and development for major initiatives; and manages the processing of grants and contracts, providing compliance and risk advice and contract management, acting as single key points of contact for grants of all types.
- Teaching and Learning manages an award and non-award course portfolio, providing program management including planning, financial management, logistics, end to end student management, performance reporting and evaluation.
- The Office for Research Ethics and Integrity provides guidance, education and training, support and oversight for ethical and responsible research, innovation and commercialisation.

5.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. With outstanding performance in international rankings, Melbourne is at the forefront of higher education in the Asia-Pacific region and the world. The University of Melbourne is consistently ranked among the world's top universities. Further information about our reputation and global ranking is available at <http://futurestudents.unimelb.edu.au/explore/why-choose-melbourne/reputation-rankings>.

Established in 1853, shortly after the founding of Melbourne, the University is located just a few minutes from the centre of this global city. The main Parkville campus is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide range of knowledge-based industries.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded. Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>.

5.4 GROWING ESTEEM, THE MELBOURNE CURRICULUM AND RESEARCH AT MELBOURNE: ENSURING EXCELLENCE AND IMPACT TO 2025

- ▶ Growing Esteem describes Melbourne's strategy to achieve its aspiration to be a public-spirited and internationally-engaged institution, highly regarded for making distinctive contributions to society in research and research training, learning and teaching, and engagement. <http://about.unimelb.edu.au/strategy-and-leadership>
- ▶ The University is at the forefront of Australia's changing higher education system and offers a distinctive model of education known collectively as the Melbourne Curriculum. The new educational model, designed for an outstanding experience for all students, is based on six broad undergraduate programs followed by a graduate professional degree, research higher degree or entry directly into employment. The emphasis on academic breadth as well as disciplinary depth in the new degrees ensures that graduates will have the capacity to succeed in a world where knowledge boundaries are shifting and reforming to create new frontiers and challenges. In moving to the new model, the University is also aligning itself with the best of emerging European and Asian practice and well-established North American traditions.
- ▶ The University's global aspirations seek to make significant contributions to major social, economic and environmental challenges. Accordingly, the University's research strategy *Research at Melbourne: Ensuring Excellence and Impact to 2025* aspires to a significant advancement in the excellence and impact of its research outputs. <http://research.unimelb.edu.au/index.html#home>

The strategy recognises that as a public-spirited, research-intensive institution of the future, the University must strive to make a tangible impact in Australia and the world, working across disciplinary and sectoral boundaries and building deeper and more substantive engagement with industry, collaborators and partners. While cultivating the fundamental enabling disciplines through investigator-driven research, the University has adopted three grand challenges aspiring to solve some of the most difficult problems facing our world in the next century. These Grand Challenges include:

Understanding our place and purpose – The place and purpose grand challenge centres on understanding all aspects of our national identity, with a focus on Australia's 'place' in the Asia-Pacific region and the world, and on our 'purpose' or mission to improve all dimensions of the human condition through our research.

Fostering health and wellbeing – The health and wellbeing grand challenge focuses on building the scale and breadth of our capabilities in population and global health; on harnessing our contribution to the 'convergence revolution' of biomedical and health research, bringing together the life sciences, engineering and the physical sciences; and on addressing the physical, mental and social aspects of wellbeing by looking beyond the traditional boundaries of biomedicine.

Supporting sustainability and resilience – The sustainability and resilience grand challenge addresses the critical issues of climate change, water and food security, sustainable energy and designing resilient cities and regions. In addition to the technical aspects, this grand challenge considers the physical and social functioning of cities, connecting physical phenomena with lessons from our past, and the implications of the technical solutions for economies, living patterns and behaviours.

Essential to tackling these challenges, an outstanding faculty, high performing students, wide collaboration including internationally and deep partnerships with external parties form central components of Research at Melbourne: Ensuring Excellence and Impact to 2025.

5.5 EQUITY AND DIVERSITY

Another key priority for the University is access and equity. The University of Melbourne is strongly committed to an admissions policy that takes the best students, regardless of financial and other disadvantage. An Access, Equity and Diversity Policy Statement, included in the University Plan, reflects this priority.

The University is committed to equal opportunity in education, employment and welfare for staff and students. Students are selected on merit and staff are selected and promoted on merit.

5.6 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <http://www.unimelb.edu.au/unisec/governance.html>.

6. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.