



## POSITION DESCRIPTION

School of Biosciences  
Faculty of Science

### Technical Assistant – Marsupial Research Colony

POSITION NO	0038540
CLASSIFICATION	HEW 3
SALARY	\$51,698 - \$57,081 p.a.
SUPERANNUATION	Employer contribution of 9.5%
EMPLOYMENT TYPE	Full-time (1.0 FTE) (fixed-term ) position available to 31 <sup>st</sup> December 2017 Fixed term contract type: Externally Funded
OTHER BENEFITS	<a href="http://about.unimelb.edu.au/careers/working/benefits">http://about.unimelb.edu.au/careers/working/benefits</a>
CURRENT OCCUPANT	Vacant
HOW TO APPLY	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , 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	Professor Marilyn Renfree Tel: +61 3 8344-4376 <a href="mailto:m.renfree@unimelb.edu.au">m.renfree@unimelb.edu.au</a>

Please do not send your application to this contact

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

[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)  
[joining.unimelb.edu.au](http://joining.unimelb.edu.au)

## **POSITION SUMMARY**

The position of Technical Assistant is responsible for providing general assistance to staff and students in their research program on the reproduction and development of marsupials.

The person will be responsible for maintaining the University of Melbourne's marsupial colony, with duties including day to day management of the breeding colony, outdoor feeding, animal handling and treatment, cleaning as well as maintenance of colony equipment and vehicles. Maintaining accurate and up to date animal records and associated laboratory records and undertaking field work is an integral part of this position.

The position will be based in Wantirna South.

## ***1. Selection Criteria***

### **1.1 ESSENTIAL**

- ▶ Completion of a Certificate in Applied Science (Animal Technician) or a combination of relevant experience and education/training
- ▶ Experience in large animal handling
- ▶ Excellent communication skills
- ▶ Familiarity with computer systems, such as Office Applications
- ▶ Excellent scientific record keeping, and accuracy and attention to detail in written and computer data entry
- ▶ Ability to prioritise tasks and carry out duties efficiently with general direction and with minimal supervision
- ▶ Ability to work independently in a remote location as well as a team environment alongside staff and students with different levels of experience

### **1.2 DESIRABLE**

- ▶ Experience working with marsupials
- ▶ Farming experience
- ▶ Experience in mechanical maintenance
- ▶ Experience in basic laboratory techniques
- ▶ Level 2 First Aid Certificate

## ***2. Special Requirements***

- ▶ The successful applicant will be required to participate in field trips as requested from time to time throughout the year. As a result, they may also be required to work some public holidays and weekends, with time in lieu negotiated with their supervisor. There may also be some work over the Christmas/New Year period with routine checking and feeding of the colony.
- ▶ The successful applicant will need to have had an updated tetanus and Q Fever vaccination

- ▶ The successful applicant must have a current Victorian Driving Licence (manual) and towing experience

### ***3. Key Responsibilities***

#### **3.1 ANIMAL HUSBANDRY AND HANDLING**

- ▶ Provide appropriate care and maintenance of a breeding colony of marsupials by feeding, handling and cleaning
- ▶ Monitor health and well-being of animals, reporting problems immediately to supervisor and assisting in treatment of sick animals
- ▶ Keep accurate records of animal movements and treatments using written records and a computer database program
- ▶ Assist with other laboratory duties as directed such as blood sampling and antibiotic or anti-parasitic treatments

#### **3.2 COLONY MAINTENANCE**

- ▶ Ensure maintenance and upkeep of yards infrastructure, shelters and vegetation including pasture and trees
- ▶ Assist in training and supervision of new staff and students in safe and appropriate animal handling techniques and procedures
- ▶ Manage and maintain supplies of laboratory equipment, antibiotics and anthelmintics, stock and feed, etc
- ▶ Implement plans for the improvement of habitat and shelter for the animals
- ▶ Control of pest plants and animals including weeds, insects and rodents
- ▶ Maintain fire breaks and follow fire prevention procedures
- ▶ Repair and maintain equipment and vehicles as required

#### **3.3 RESEARCH PROGRAM SUPPORT**

- ▶ Preserve confidentiality of information regarding the research program
- ▶ Work cohesively in a group environment and in collaboration with the research team, reporting any issues and subsequent resolutions
- ▶ Attend weekly lab meetings held at the University of Melbourne Parkville Campus and provide facility updates to research group
- ▶ When required, help with basic laboratory duties at the Parkville campus
- ▶ Participate in field trips to remote locations ensuring all health and safety practices are followed
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 5 or 6.

### ***4. Job Complexity, Skills, Knowledge***

#### 4.1 LEVEL OF SUPERVISION / INDEPENDENCE

The Technical Assistant is expected to work under the general supervision of the Principal Investigators of the research projects but will also be expected to determine priorities on a day to day basis and to work unsupervised.

#### 4.2 PROBLEM SOLVING AND JUDGEMENT

Although procedures are in place to be followed, it is expected that the Technical Assistant will be capable of problem solving in consultation with members of the project team and offer suggestions for improvements where applicable. The Technical Assistant will be expected to make decisions on a daily basis, consulting when needed, on the well-being of animals and the state of the yards in order to manage time effectively and report any problems to the supervisors promptly. Written reports will be provided to supervisors weekly.

#### 4.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The Technical Assistant will be expected to have a working knowledge of husbandry procedures, ideally those applicable to large animals. Experience in biological laboratory work would be an advantage. The Technical Assistant should also have a sound knowledge of the Australian Code of Practice for the Care and Use of Animals for Scientific Purposes (1997). Some knowledge of agricultural practices in pasture management and a First Aid Certificate would be an advantage.

#### 4.4 RESOURCE MANAGEMENT

The Technical Assistant is required to have basic mechanical maintenance and repair knowledge and the ability to safely operate and maintain a wide range of equipment, including chainsaws, lawn mowers, whipper snippers and chemical spray units. The Technical Assistant will also be required to perform repairs when necessary to gates, shelters, water troughs and a predator proof fence. Confidence in operating a 4WD in a remote area and towing heavy loads is also expected together with excellent and safe driving skills.

#### 4.5 BREADTH OF THE POSITION

A wide variety of different procedures critical for the day to day running of the yards and the associated biological lab work is required. An ability to cooperatively work with and assist staff and students is important.

### 5. Other Information

#### 5.1 ORGANISATION UNIT

<http://biosciences.unimelb.edu.au>

The School of BioSciences was formed in 2015 through the amalgamation of the School of Botany and the Departments of Genetics and Zoology thus bringing together a critical mass of 160 Academic staff and 240 Research Higher Degree students undertaking world class teaching and research in the biological sciences. Academics within the School are aligned to four research clusters: Ecology, Evolution and Environmental Science;

Genetics, Genomics and Development; Plant Science and Computational Biology. Through cross-disciplinary collaborations within the School and with external partners the School is a major recipient of grant and contract funding.

The School is a major contributor to the Bachelor of Science, Bachelor of Biomedical Science and the Environmental Science programs, its teaching program reflecting the research interests within the School.

## 5.2 FACULTY OF SCIENCE

<http://www.science.unimelb.edu.au>

Science has made important contributions to teaching and research at the University ever since it was founded in 1854. The research degree of DSc was available from the very beginning. The first BSc was conferred in 1889 and the first MSc in 1893. In 1903 the various science departments and schools were formally constituted as a Faculty. The Faculty of Science now has over 40,000 alumni and is one of the largest faculties in the University comprising seven schools: BioSciences, Chemistry, Earth Sciences, Ecosystem and Forest Sciences, Geography, Mathematics and Statistics, and Physics.

The Faculty is custodian of the Bio21 Molecular Science and Biotechnology Institute, Office for Environmental Programs and home to numerous Centres.

The Faculty manages more than \$240 million of income per annum, with a staff base in the order of 220 professional staff, and more than 500 academic staff.

The Faculty of Science offers a range of undergraduate, honours, graduate and research degrees; enrolling over 7,500 undergraduate and graduate students. The Faculty of Science is the custodial Faculty for the BSc (Bachelor of Science) with enrolments of approximately 6,200 students.

The Faculty of Science is a leader in research, contributing approximately \$50 million in HERDC income per annum. The Faculty of Science is highly research focused, performing strongly in the ARC competitive grants schemes, often out-performing the national average. The Faculty of Science is currently growing its competitiveness and standing in the NHMRC space.

The Faculty of Science provides community services and industry partnerships based on a solid foundation of research in the pure and applied sciences. The Faculty has an endowment of approximately \$45 million. The annual income from the endowment supports more than 120 prizes, scholarships and research awards.

## 5.3 THE UNIVERSITY OF MELBOURNE

The University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The University offers staff many benefits and prospective staff are encouraged to view the following web links:

[www.unimelb.edu.au](http://www.unimelb.edu.au)

[www.growingesteem.unimelb.edu.au](http://www.growingesteem.unimelb.edu.au)

[www.unimelb.edu.au/careers](http://www.unimelb.edu.au/careers)

## 5.4 EQUITY AND DIVERSITY

<http://www.hr.unimelb.edu.au/advice/equity-diversity>

## 5.5 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 [www.unimelb.edu.au](http://www.unimelb.edu.au).

## 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.