**Research, Innovation and Commercialisation**
**Chief Operating Officer Portfolio**

# Animal Welfare Officer (Coordinator)

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| **POSITION NUMBER** | 0044448 (Role Share) |
| **PROFESSIONAL CLASSIFICATION STANDARD/SALARY** | UOM 9 - $123,292 - $128,275 per annum (pro rata for part-time) |
| **SUPERANNUATION** | Employer contribution of 17% |
| **WORKING HOURS** | Part time 0.4 |
| **BASIS OF EMPLOYMENT** | Continuing |
| **HOW TO APPLY** | Go to http://about.unimelb.edu.au/careers, under Current staff or Prospective staff, select the relevant option ('Current Opportunities' or 'Jobs available to current staff') and search for the position by title or number. |
| **CONTACT FOR ENQUIRIES ONLY** | Rose Lenaghan<br>Tel +61 3 8344 2212<br>Email rosemary.lenaghan@unimelb.edu.au<br>*Please do not send your application to this contact* |

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

**THE UNIVERSITY OF MELBOURNE**

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville 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. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University of Melbourne employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Find out more about the University's strategy, 'Growing Esteem', at http://about.unimelb.edu.au/strategy-and-leadership

**CHIEF OPERATING OFFICER PORTFOLIO**

The Chief Operating Officer (COO) Portfolio is responsible for the University's budget and financial performance, and the management of its property and capital. It also delivers efficient and effective shared services in support of all aspects of the University's business.

The COO Portfolio is comprised of eight sub-portfolios covering all areas of our operations, including the newly established Operational Performance group. This has been established to drive and manage a program of operational improvement and service transformation, underpinned by contemporary business insights, data modelling, predictive analytics, digital tools, and service planning.

- Business Services
- Digital and Data
- Finance
- Legal and Risk
- Operational Performance Group
- Property
- Research, Innovation and Commercialisation
- Student and Scholarly Services

**RESEARCH, INNOVATION AND COMMERCIALISATION**

Research, Innovation and Commercialisation (RIC) is the central facilitator of research funding in the University, taking advantage of the full diversity of research funding opportunities.

RIC provides services in four core areas, all of which overlap and are delivered in an integrated manner to researchers and research partners:

- Major Initiatives, Contracts and Grants (MICG) in Research Innovation and Commercialisation (RIC) supports the submission of grant proposals (Idea to Proposal) to a wide range of funders (NHMRC, ARC, MRFF, NIH, etc.). In addition, it offers specialised support for large grants such as ARC Laureates, NHMRC Centres of Research Excellence and Co-operative Research Centres. MICG also supports Chancellery in managing and running internally funded research grants. In post-award (Contract to Output), MICG helps negotiate and sign contracts for research for both grants and non-grants, sets up research projects in our research management and financial systems and submits non-financial reports to funders on behalf of our researchers.

- Business Development and Innovation supports the development of a vibrant research, enterprise, professional education and innovation opportunities pipeline, supports academics in engagement with external industry partners, assesses technologies for IP protection, development and translation, drives a culture of innovation and commercialisation across UoM, and manages IP, licensing and equity portfolios. The team seeks to connect the dots across Faculties, clusters and market sectors from multiple academic CI engagements, to present UoM capabilities in industry friendly ways and broaden and deepen industry partnerships.

- Research and Enterprise Development supports the successful delivery of large, mission-focused complex, non-competitive grant and the new MRFF schemes, interdisciplinary research and enterprise initiatives involving multiple parties e.g. industry, granting bodies, advocacy groups, government. Major current focus areas are the new MRFF scheme, Melbourne Connect precinct development (and subsequent precinct developments) and developing a clear front-door canvasing new top-down industry partner relationships. The team also provides support for Chancellery-lead strategic initiatives.

- Research Ethics and Integrity provides expert advice, guidance and training to facilitate the ethical and responsible conduct of research. We partner with academic divisions and Chancellery to support multiple key areas of governance and oversight: research integrity, human and animal research ethics, gene technology, biosecurity and biosafety, animal welfare, export controls and autonomous sanctions, clinical trials.

### EQUAL OPPORTUNITY, DIVERSITY AND INCLUSION

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe,

respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the University's People Strategy 2015-2020 and policies that address diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Growing Esteem.

## ABOUT THE ROLE
### Position Purpose:
Reporting to the Associate Director, Research Governance and Quality, the Animal Welfare Officer plays a key role in relation to the University's animal welfare education, training, advice, reporting and governance activities, including its program of veterinary care, a program that is a requirement under the Australian code for the care and use of animals for scientific purposes.

Use of animals at the University occurs in a highly regulated manner with responsibilities arising at multiple levels, including individual laboratories and research staff, Departments, Schools and Faculties, individual nominees of the University who assume personal responsibility for compliance, and oversight from Animal Ethics Committees, the Research Ethics and Integrity Committee and senior University personnel. Responsibilities arise under a range of instruments and mechanisms, including statute, regulations, codes of practice, University standards, Standard Operating Procedures and Ethics approval conditions.

In addition to University personnel with direct compliance responsibilities, support for animal welfare is provided by a number of business partners across the University, including the Bioresources Platform, Animal Ethics Committees and secretariats, FVAS staff (including at the Animal Welfare Science Centre) and UVet.  External stakeholders include relevant regulators and a range of Medical Research Institutes and Hospitals that house University research and teaching activity.

Under the guidance of the Associate Director Research Governance and Quality, the Animal Welfare team proactively interacts with all stakeholders and business partners to support animal welfare across all University activities involving animals.  It performs a critical role of providing independent advice and veterinary expertise to the University regarding the management of animals in the University's day to day operations with reference to all applicable codes, approvals and regulatory requirements.

Reporting line: Associate Director, Research Governance and Quality

No. of direct reports: 0

No. of indirect reports: 0

Direct budget accountability: None

**Key Dimensions and Responsibilities:**

Task level: Extensive

Organisational knowledge: Significant

Judgement: Significant

Operational context: University wide

OH&S and compliance: 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. These include general staff responsibilities and those additional responsibilities that apply for managers, supervisors and other personnel. Specific responsibilities for the role are available at http://safety.unimelb.edu.au/topics/responsibilities/.

Staff must comply with all relevant requirements under the University's risk management framework including legislation, statutes, regulations and policies.

**Core Accountabilities:**

Utilising an understanding of veterinary science, animal welfare and research and teaching needs, and reporting to the Associate Director, Research Governance and Quality, the role is accountable for:

- Contributing collegiately to a team of animal welfare/veterinary professionals to promote animal welfare at the University through provision of independent advice on the welfare of animals used in research and teaching, including as required:
    - o undertaking fact-finding relating to unexpected adverse events or clinical issues that affect the health and welfare of animals used in research and teaching and reporting findings to the University and relevant animal ethics committee;
    - o providing expert advice to researchers in designing experiments to reflect the 3 Rs of animal welfare, and to committees in ethics review and monitoring processes;
    - o conducting inspections of University animal facilities and providing reports to relevant stakeholders;
    - o developing emergency management plans; and
    - o supporting biosecurity and maintenance of animal health status;
- Supporting administrative practices and reporting, and ensuring transparent information flows of Animal Welfare activity to the OREI Directorate;
- Developing and delivering (a) guidelines required to meet regulatory governance requirements; and (b) processes and protocols relating to the Animal Welfare function, in consultation with the

Associate Director, Research Governance and Quality, including consultation with colleagues and stakeholders;

- Working in a collaborative, proactive manner with colleagues and relevant stakeholders to develop and update policies and standards relating to the care and use of animals in research and teaching;
- Providing veterinary care to the University's animals;
- Developing and delivering the University's program of animal welfare training and education, in collaboration with colleagues and stakeholders, including:
  - o train the trainer initiatives to disseminate and embed continuing education and improvement;
  - o development of content;
  - o scheduling of regular and recurring refresher training;
  - o communication of any new issues or changes;
  - o tracking and recording of training undertaken; and
  - o monitoring and communicating regulatory and community standards and expectations;
- Developing communication plans and material to promote the importance of animal welfare;
- Fostering a culture of empowerment to enable and support all University personnel working with animals to uphold welfare best practice;
- Leading and embedding a culture that:
  - o emphasises a partnering approach in relation to animal welfare;
  - o focuses on opportunities to improve practice rather than policing non-compliance;
  - o is risk-based;
  - o prioritises activities with greatest potential to uplift practice; and
  - o promotes deep collaboration and, working within authorities and delegations, discourages concentration of decision-making, information and knowledge in a single person;
- Contributing constructively to a diversity of views on animal welfare practice, and working respectfully and collaboratively with colleagues and stakeholders to reach consensus on institutional approaches;
- Identifying process and practice improvements to increase the efficiency of the function and preserve resources for highest-impact welfare activity;
- Identifying priority areas for activity to deliver the highest impact on animal welfare with regard to available resources and making recommendations to the Associate Director, Research Governance and Quality;
- Supporting internal audits by the Quality Assurance function;
- Maintaining strong stakeholder relationships with all personnel with animal responsibilities, including supervisors, and with key business partners (including investigators, Bioresources staff; other Animal Welfare staff; Animal Ethics Committees and secretariats, Quality Assurance staff,

Animal Facility Managers and carers) to influence and support animal welfare and advance best practice approaches;

- managing, coaching, developing and quality assuring performance of any direct reports assigned from time to time; and

such other responsibilities relevant to animal welfare and veterinary care as may be determined from time to time by the Director, Office of Research Ethics and Integrity.

### Selection Criteria:

Education/Qualifications

1. The appointee will have:
   (a) veterinary science degree, relevant experience and knowledge of animal welfare in a research context; and
   (b) a current veterinary registration;

and skills:

2. knowledge of animal experimentation and animal ethics, and regulation of the use of animals in a research setting;
3. ability to provide clinical veterinary care autonomously to a range of small laboratory, large and exotic species to a high standard;
4. track-record of advising and reporting to internal stakeholders;
5. track-record of delivery of projects, preparing training, drafting policy, process or guidance material;
6. proactive approach with track-record of taking initiatives to improve animal welfare;
7. experience in service improvement and the development and implementation of new or enhanced systems, training, processes, policy or guidance;
8. track-record of working in a highly transparent and collaborative manner;
9. ability to synthesise information, analyse and logically reason;
10. ability to manage a significant workload, utilise judgment to prioritise tasks and operate in a highly organised and professional manner.

### Other job-related information:

1. unless alternative arrangements are made, the role requires participation in a roster of a small team of animal welfare staff to provide out of hours emergency veterinary care and animal welfare advice;

2. attend occasional meetings and conferences outside of working hours;

3. travel to off campus research sites (a distance of 35 km – 220 kms).