



POSITION DESCRIPTION

Operations

Faculty of Veterinary and Agricultural Sciences

Animal Care Assistant

POSITION NO	0046215
CLASSIFICATION	PCS 3
SALARY	\$55,113 - \$60,852 pro rata
SUPERANNUATION	Employer contribution of 9.5%
WORKING HOURS	Part time (.2 FTE) – Flexibility of work hours and days is required
BASIS OF EMPLOYMENT	Fixed term position available until 2 November 2018
OTHER BENEFITS	http://about.unimelb.edu.au/careers/working/benefits
HOW TO APPLY	Online applications are preferred. Go to http://about.unimelb.edu.au/careers , select the relevant option ('Current Staff' or 'Prospective Staff'), then find the position by title or number.
CONTACT FOR ENQUIRIES ONLY	Melissa Trent Tel: +61397312390 Email: melissa.trent@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 website:
about.unimelb.edu.au/careers

Position Summary

ABOUT THE POSITION

This position supports the smooth operation and provision of teaching services at U-Vet Werribee Animal Hospital, located at the Werribee campus of the University of Melbourne.

The role will primarily provide teaching class support by facilitating the coordination of teaching animals for practical classes. This involves assisting with admitting, monitoring, housing and discharging animals involved in practical classes, under the supervision of academic and other hospital staff.

The incumbent is required to undertake and perform all tasks and duties in a timely and proficient manner, whilst upholding the optimal standard of animal care; displaying professionalism, enthusiasm, initiative and integrity.

The incumbent will liaise with owners, practical class tutors and hospital staff regularly.

ABOUT US

The University of Melbourne has affirmed its position as the number one university in Australia, and remains among the fastest-rising research universities in the world's top 100, according to the Academic Ranking of World Universities (ARWU). It is counted among the best universities in the world – 33 by the Times Higher Education (THE) and 32 by the US News and World Report Rankings. Please visit [Tradition of Excellence](#) for further information.

The Faculty of Veterinary and Agricultural Sciences provide over 20 courses and 300 subjects to approximately 3,500 equivalent full time students. The Faculty provides the only professional entry veterinary program in Victoria and the Bachelor of Agriculture is the fastest growing undergraduate degree in Australia. The University of Melbourne's agriculture program is the largest in Victoria and ranked 36 in the world, whilst the Doctor of Veterinary Medicine program was the first graduate veterinary professional entry program in Australia. The Faculty is ideally placed to contemplate changes that have far-reaching consequences on its teaching, engagement and research.

1. Key Responsibilities

1.1 OPERATIONAL ACTIVITIES AND SERVICE QUALITY

The primary responsibility of the role is to provide teaching class support by facilitating the coordination of teaching animals for practical classes. This will involve;

- ▶ Coordinate effective communications with internal and external stakeholders including owners, reception staff, veterinarians and hospital staff to ensure the provision of the highest standard of service at all times.
- ▶ Maintain high standards of care and cleanliness for animals during their stay in line with animal ethics obligations
- ▶ Organise suitable housing, bedding, food and water for teaching animals
- ▶ Maintain clinical and usage records for all animals used in teaching.
- ▶ Assess animals for any obvious medical problems over the duration of their stay including body condition, behaviour and illness referring and coordinating issues to

the veterinarian in charge when problems are detected. Carry out any tasks as required by the veterinarian.

- ▶ Coordinate and assess animals regarding their suitability for each practical class, including monitoring animals during classes and removing any if required.
- ▶ Ensure history of animals is documented including medications, known illness, vaccination and preventive treatment history, special dietary consideration, behaviour with people and other animals.
- ▶ Communicate and coordinate with animal owners regarding details of the practical classes, admission and discharge times
- ▶ Source and sign up new animals for practical classes, ensuring appropriate numbers of animals are maintained
- ▶ Under routine supervision, assist academic teaching staff during practical classes

1.2 INNOVATION AND IMPROVEMENT

- ▶ Provide dynamic contribution to continuous improvement within the area of practice.

1.3 COLLABORATION AND LEADERSHIP

- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these and provide compliant advice to others;
- ▶ Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.
- ▶ Collaborate with staff across the Faculty and University to ensure positive client focussed outcomes.

1.4 RESPONSIBILITY AND COMPLIANCE

- ▶ Maintain a sound knowledge of current University Policy and Procedures, and reliably follow these or provide compliant advice to others;
- ▶ Reliably follow communications protocols and/or policies as appropriate.
- ▶ Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in Section 5.
- ▶ Behavioural Expectations - All staff are expected to maintain the following behaviours:
 - ▶ Treat everyone equitably; act fairly with staff and demonstrate respect for diversity
 - ▶ Be an effective team player who is cooperative and gains the trust and support of staff, peers and clients through collaboration.

2. Selection Criteria

In order to be considered for interview by the Selection Panel, applicants must address the following Criteria in their application. Please visit the University website how to address [Essential Selection Criteria](#)

2.1 ESSENTIAL

- ▶ Completion of a certificate III (Animal Studies) or demonstrated experience in animal care

- ▶ Demonstrated knowledge of animal handling skills, which may include but is not limited to dogs and cats, and an understanding of animal ethics obligations
- ▶ Excellent verbal and interpersonal communication skills with the capacity and confidence to deal professionally with a diverse range of people at all levels.
- ▶ Demonstrated ability to work under routine direction within a busy environment
- ▶ Demonstrated organisational skills with the ability to meet deadlines and effectively balance competing demands in a professional manner.
- ▶ Excellent written communication skills that enable the consistent and timely preparation of records, correspondence, and tasks to a high-standard, with demonstrated ability to maintain a high level of accuracy and attention to detail.

2.2 DESIRABLE

- ▶ Certificate IV or equivalent formal Veterinary Nursing qualification.
- ▶ Experience working in a university or other multidisciplinary specialist veterinary hospital.

2.3 SPECIAL REQUIREMENTS OF THIS POSITION

- ▶ As the Faculty of Veterinary and Agricultural Sciences is located over several metropolitan and regional campuses, staff may be required to travel to, or work from, other sites and campuses as required.
- ▶ This position will require physical activity including manual handling and animal restraint.
- ▶ You are required to have current vaccination status for Tetanus, Hepatitis A and B and Q fever.
- ▶ This role will be expected to adhere to Veterinary Hospital infection control guidelines.

3. Job Complexity, Skills, Knowledge

3.1 LEVEL OF SUPERVISION / INDEPENDENCE

The incumbent will work under routine supervision to general direction depending on experience and complexity of tasks. The incumbent is expected to work in established routine activities and seek guidance on non-routine activities.

3.2 PROBLEM SOLVING AND JUDGEMENT

The position will exercise judgement on work methods and tasks that operate within standard practices and procedures of animal care.

The incumbent must recognise when an animal's condition is beyond their capabilities and when it is necessary to call a veterinarian for advice or assistance.

3.3 PROFESSIONAL AND ORGANISATIONAL KNOWLEDGE

The position will require a sound working knowledge of the requirements of animal care. The Animal Care Assistant will be required to perform tasks/ assignments which require knowledge of the relevant policies and procedures, including FVAS animal ethics, U-Vet Hospital and University of Melbourne policies and procedures.

3.4 RESOURCE MANAGEMENT

The incumbent will exercise sound judgement to manage their time flexibly and efficiently to ensure competent coordination of animals for teaching as well as perform all necessary maintenance and cleaning.

Annual leave arrangements will be co-ordinated and negotiated within the section and in accordance with student teaching timetables.

4. *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 service for excellence and reach the targets of Growing Esteem.

5. *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.

6. Other Information

6.1 FACULTY OF VETERINARY AND AGRICULTURAL SCIENCES

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

The Faculty of Veterinary and Agricultural Sciences was formed in July 2014 through the merger of the former Faculty of Veterinary Science and the Department of Agriculture and Food Systems. The new Faculty creates opportunities for closer research collaborations and the formation of interdisciplinary teams to address major issues in veterinary and agricultural sciences. The Faculty's core teaching, postgraduate training, research, clinical consultancy and industry development activities are delivered at the Parkville, Werribee and Dookie campuses, and the Veterinary Hospital operates at Werribee.

Our interdisciplinary approach applies scientific, social, political and economic perspectives to address the needs of both human communities and the natural environment. We address the issues of climate change, food production and food security, crop, plant and soil health, water management, sustainable use of resources for agriculture, animal health and disease and other problems challenging key decision makers today.

Our academic staff engage with government and industry to investigate critical societal issues and the faculty is home to University research centres dedicated to this work. They include: Animal Welfare Science Centre; Primary Industry Climate Challenges Centre; Centre for Animal Biotechnology; Centre for Equine Virology; and the Asia-Pacific Centre for Animal Health', in which the University is a core partner. Research within the Faculty has led to some outstanding outcomes including: increased agricultural productivity; vaccines and diagnostic products that have been commercialised throughout the world; enhanced animal welfare; improvements in public health; and contributions to basic understanding of animal biology.

The Faculty is the only provider of Veterinary Science courses in Victoria and one of only a small number of Universities doing so in Australia. The Bachelor of Agriculture and Bachelor of Food Science along with coursework masters in Agricultural Sciences and Food Science offers one of the most comprehensive educational programs in agricultural and food science in Australia.

6.2 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 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>.

6.3 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/our-research/research-at-melbourne>

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.

6.4 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/governance>