

POSITION DESCRIPTION

Choose an item.
Chief Operating Officer Portfolio

Zebrafish Aquarium Manager

POSITION NUMBER	0049448
PROFESSIONAL CLASSIFICATION STANDARD/SALARY	UOM 6 - \$85,134 - \$92,154 per annum (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full Time (1 FTE)
BASIS OF EMPLOYMENT	Fixed term available for 3 years with subsequent extension based on performance
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	Catheryn O'Brien Tel +61 38344 7173 Email catheryn.obrien@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

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, 'Advancing Melbourne', at <https://about.unimelb.edu.au/strategy/advancing-melbourne>

CHIEF OPERATING OFFICER PORTFOLIO

The Chief Operating Officer (COO) Portfolio enables quality outcomes for students, staff and partners by delivering University-wide services and operational support to meet the organisation's evolving needs and strategic goals. The portfolio also works in partnership with teams across the University to drive innovation, transformation and improved performance, within and across functions. It is responsible for the University's budget and financial performance, and the management of its property and capital.

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

BUSINESS SERVICES

Business Services provides a full range of class leading information technology, facilities management, finance, HR and health and safety services to all operating entities of the University.

Melbourne Bioresources is a newly created university wide platform that brings together all the small animal facilities on campus and combines the resources and expertise of many skilled staff. The platform will offer a high standard of service to UoM researchers combined with best practice in animal care and welfare. Bioresources staff may be required to work across a number of different animal facilities within the Parkville Campus. The position of Zebrafish Facility Manager is specialized within Bioresources and will have limited interaction with other facilities.

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.

ABOUT THE ROLE

Position Purpose:

The role is responsible for the operations of the UoM Zebrafish facility.

This includes the training of other facility staff and students, the day to day running of the aquarium with the propagation of multiple fish lines while ensuring optimal water quality and fish health and ensuring facility infrastructure is functioning at an optimal level.

The successful applicant must have the interpersonal skills to deal with researchers, technical and maintenance staff, the organisational ability to make cost effective use of staff and resources, and an understanding of the importance of occupational health and safety practices in the workplace.

Reporting line: Director, Melbourne Bioresources

No. of direct reports: 1 FTE plus Casual Staff

No. of indirect reports: 0

Direct budget accountability: Yes, in conjunction with the Director, Melbourne Bioresources

Key Dimensions and Responsibilities:

Task level: Significant

Organisational knowledge: Moderate

Judgement: Significant

Operational context: This position is located in the zebrafish facility, located in the Howard Florey Building of the main Parkville campus.

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:

- Maintenance of the aquarium reticulating water system to ensure optimal function including pump operations and water quality and the implementation of a preventative maintenance program
- Provide appropriate levels of feeding, cleaning and care to ensure husbandry meets the highest standards
- Monitor fish health and embryo production in conjunction with researchers and veterinary staff
- Maintain a clean and organised facility to provide optimal workflow and access in a multi-user facility
- Organize import and export of particular Zebrafish strains, both nationally and internationally
- Monitor cost associated with the facility operations within an agreed budget
- Implement biosecurity and other controls as advised by veterinary, OGTR, and research staff
- Ensure compliance with the NHMRC, State Government, OGTR, and DAWR regulatory controls
- Co-ordinate training of all new staff and students, and work closely with research staff to ensure their requirements are being met wherever possible

Selection Criteria:

Education/Qualifications

1. The appointee will have: a degree in science majoring in aquaculture or zoology and demonstrated experience in managing an aquaculture system

Knowledge and skills:

2. Demonstrate Business Services values by acting in the best interest of your employer; displaying service excellence by striving to deliver beyond expectations and taking ownership of the delivery; and value working collaboratively, connecting with people and building relationships in your workplace.
3. Significant practical experience with the care and breeding of fish in a research setting along with theoretical understanding of the basis of fish health and husbandry.
4. An ability to guide and train junior staff
5. Understanding of cost containment strategies.
6. Familiarity with the regulatory system governing research including the "Code", Prevention of Cruelty to Animal Act, OGTR and DAWR strictures
7. A high level competency in the technical skills required for the role, as well as excellent verbal and written communication skills.
8. Strong work ethic and the desire to maintain an active, hands-on approach in fish husbandry while running a clean and organised facility
9. Ability to interact with a variety of stakeholders, including the government regulators, senior academics and facility maintenance staff.

Other job related information:

As a senior member of the Melbourne Bioresources team, it is expected you will interact with a high level of professionalism with staff and students, and discretion is mandatory. This role will have minimal supervision and you will be given a considerable degree of autonomy.

You will be expected to take a leading role in any out of hours emergency situation regarding the aquarium operations.