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| ANU_LOGO_mono black_FA.jpg | Position Description |

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| **College/Division:** | College Health and Medicine |
| **Faculty/School/Centre:** | JCSMR |
| **Department/Unit:** | APF |
| **Position Title:** | Animal Care Technician |
| **Classification:** | ANU02/03 |
| **Position No:** |  |
| **Responsible to:** | Area Coordinator |
| **Number of positions that report to this role:** | Nil |
| **Delegation(s) Assigned:** | Nil |

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| **PURPOSE STATEMENT:**  *The Australian Phenomics Facility, within the John Curtin School of Medical Research, supports biomedical research activities by providing the highest ethical and welfare standards for laboratory animals and ensuring that genetic and microbiological control is maintained.*  **KEY ACCOUNTABILITY AREAS:**  *The ANU’s Animal Experimentation Ethics Committee (AEEC) monitors and regulates the use of animals in research and teaching carried out at the ANU and ensures that all animal usage conforms to the ACT Animal Welfare Act (1992) and the NHMRC Australian Code of Practice for the Care and Use of Animals for Scientific Purposes. We also refer to the Victorian Code of Practice for the Housing and Care of Laboratory Mice, Rats, Guinea Pigs and Rabbits.*  **Position Dimension & Relationships:**  *Under the direction of the Area Supervisors and Coordinators and working alongside other technicians in the facility, animal care technicians are responsible for the day-to-day husbandry and care for laboratory animals within the Animal Division of APF. The role involves on-the-job training including learning by observation, reading and adhering to Standard Operating Procedures and supervised hands-on duties related to the objectives of research programs and the care of animals to the highest welfare standards.*  **Role Statement:**  Under the general direction of the Area Coordinator, Animal Care Technicians will undertake the following duties:   * Day-to-day care of laboratory rodents (mice and rats) including cage changing, food and water provision and daily health checks. * Observation of animals for signs of illness and departure from normal behaviour or appearance. * Husbandry duties such as pairing of rodents for breeding, weaning and maintenance of experimental stock colonies. * Maintaining written and digital records on all associated data including numbers, breeding and health status of rodents. * Operate and maintain equipment including Individually Ventilated Caging, Air Handling Units, Change Stations, Biological Safety Cabinets. * Maintenance of the facility in a state of cleanliness consistent with the Standard Operating Procedures including sweeping and mopping of floors, cleaning of shelves and workstations. * Assist with procedures including routine preparation and collection of samples, injection techniques, and identification of rodents. * Process soiled animal cages and equipment and prepare and distribute clean supplies as per the facility SOPs. * Operate and maintain decontamination equipment including high heat and chemical based machinery. * Actively contribute to the development and implementation of Occupational Health and Safety procedures including risk identification and minimisation strategies for the Facility. * Other duties as appropriate to the classification.   ***Important Note***   * Vaccinations may be required to meet the expectations of this role * Tasks to be undertaken are of a physical and repetitive nature. A pre-employment medical may be required * We are looking for individuals available on a full time Monday to Friday basis * Participation in a weekend and public holiday roster is required * This position is not suitable for individuals with existing allergic conditions |

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| **SELECTION CRITERIA:**   1. *Graduate of Year 12, preferably with English, mathematics and science or technical subjects OR previous experience working with animals and their daily care.* 2. *Demonstrated interest in biomedical research and working with laboratory animals and a commitment to their care and maintenance of the highest welfare conditions.* 3. *A demonstrated commitment to extending personal knowledge and understanding by undertaking training and education.* 4. *An ability to maintain concentration and undertake repetitive work without distraction and work in an efficient manner defined by workflows and rosters.* 5. *Sound oral and written English language skills including the ability to follow written or verbal instruction, basic computer skills including email and a demonstrated ability to keep accurate records.* 6. *Ability to work effectively and harmoniously as part of a team in a semi isolated environment and to communicate openly and effectively with diverse groups including academic and general staff, students.* 7. *Ability to abide by ANU Occupational Health and Safety Practices to meet the physical and repetitive demands of the position.* 8. *A demonstrated general knowledge and understanding of equal opportunity principles as they relate to employment.* | | | |
| **Supervisor/Delegate Signature:** |  | **Date:** |  |
| Printed Name: |  | **Uni ID:** |  |

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| **References:** |
| [General Staff Classification Descriptors](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_5) |
| [Academic Minimum Standards](http://info.anu.edu.au/hr/Salaries_and_Conditions/Enterprise_Agreement/2010-2012/Schedule_4) |

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|  | Pre-Employment Work Environment Report |

# Position Details

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| **College/Div/Centre** | College of Health & Medicine | **Dept/School/Section** | JCSMR / APF Animal Services |
| **Position Title** | Animal Technician | **Classification** | ANU Officer 2/3 (Technical) |
| **Position No.** | TBC | **Reference No.** |  |

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

1. This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
2. This form is used to advise potential applicants of work environment issues prior to application.
3. Once an applicant has been selected for the position consideration should be given to their inclusion on the University’s Health Surveillance Program where appropriate – see http://info.anu.edu.au/hr/OHS/\_\_Health\_Surveillance\_Program/index.asp Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training\_and\_Development/OHS\_Training/index.asp
4. ‘Regular’ hazards identified below must be listed as ‘Essential’ in the Selection Criteria - see ‘ Employment Medical Procedures’ at http://info.anu.edu.au/Policies/\_DHR/Procedures/Employment\_Medical\_Procedures.asp

# Potential Hazards

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| 1. Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties. | | | | | | | | |
| **TASK** | **regular** |  | **occasional** |  | **TASK** | **regular** |  | **occasional** |
| key boarding |  |  |  |  | laboratory work |  |  |  |
| lifting, manual handling |  |  |  |  | work at heights |  |  |  |
| repetitive manual tasks |  |  |  |  | work in confined spaces |  |  |  |
| catering / food preparation |  |  |  |  | noise / vibration |  |  |  |
| fieldwork & travel |  |  |  |  | electricity |  |  |  |
| driving a vehicle |  |  |  |  |  |  |  |  |
| **NON-IONIZING RADIATION** |  |  |  |  | **IONIZING RADIATION** |  |  |  |
| solar |  |  |  |  | gamma, x-rays |  |  |  |
| ultraviolet |  |  |  |  | beta particles |  |  |  |
| infra red |  |  |  |  | nuclear particles |  |  |  |
| laser |  |  |  |  |  |  |  |  |
| radio frequency |  |  |  |  |  |  |  |  |
| **CHEMICALS** |  |  |  |  | **BIOLOGICAL MATERIALS** |  |  |  |
| hazardous substances |  |  |  |  | microbiological materials |  |  |  |
| allergens |  |  |  |  | potential biological allergens |  |  |  |
| cytotoxics |  |  |  |  | laboratory animals or insects |  |  |  |
| mutagens/teratogens/  carcinogens |  |  |  |  | clinical specimens, including blood |  |  |  |
| pesticides / herbicides |  |  |  |  | genetically-manipulated specimens |  |  |  |
|  |  |  |  |  | immunisations |  |  |  |
| **OTHER POTENTIAL HAZARDS (please specify):** | | | | | | | | |

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| **Supervisor’s Signature:** |  | **Print Name:** |  | **Date:** |  |