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## POSITION DESCRIPTION

# Animal Services Manager

Position Level

8

Faculty/Division

Division of Research & Enterprise

Position Number

*ADMIN ONLY*

Original document creation

August 2022

### Position Summary

Animal Services is responsible for supplying animals and managing the majority of facilities used for animal research on UNSW's Kensington & Randwick campuses.

The Animal Services unit has an overall objective and responsibility to deliver the highest standards of animal welfare and ethical conduct under conditions of current best practice and regulatory compliance while meeting the needs of UNSW researchers.

The Animal Services Manager provides high quality technical support to researchers using Animal Services facilities, overseeing the efficient daily operations of research facilities dealing with laboratory animals by leading a team of Animal Technicians and Technical Assistants. The Animal Services Manager coordinates workflow to ensure the research laboratory, equipment and animals are safely and efficiently managed in accordance with current legislation and the Australian Code for the Care and Use of Animals for Scientific Purposes.

The role of Animal Services Manager reports to the Director of Animal Services and has a team of up to 12-15 animal facility staff reporting to them across facilities on the Kensington and Randwick campuses.

### Accountabilities

Specific accountabilities for this role include:

- Manage and prioritise workloads for the team by establishing priorities, allocating tasks & managing staff annual leave to ensure key objectives of the team are met. Further, this leadership role promotes a supportive culture within the team by encouraging accountability, initiative and continuous professional development.
- Responsible for the casual workforce including managing and hiring the casual pool of staff, ensuring casual staff have met all training requirements and coordinating weekend and public holiday roster.

- Provide oversight of facilities and equipment for animal housing and use, ensuring that they are fit for purpose and liaise with UNSW Estate Management (EM) over environmental conditions, refurbishments, equipment repairs and preventative maintenance. Ensure EM and Director of Animal Services are aware of any issues that may impact the smooth operation of the Animal Services facilities.
- In conjunction with the Director of Animal Services, developing advice and recommendations to improve efficiency, scientific and/or budgetary outcomes, and promote a culture of continuous improvement by consulting with relevant stakeholders, reviewing existing infrastructure, service delivery, systems, policies and procedures in order to recommend opportunities for improvement.
- Oversee the administration function within the facility, which includes (but not limited to) ensuring sufficient consumables are available for the running of the facility and purchases of animals are made in accordance with researcher's needs.
- Ensure hazards and risks are identified and controlled for tasks, projects and activities that pose a health and safety risk within the Animal Services Unit.
- Provide technical and animal welfare support and advice as required while maintaining appropriate records of such activities.
- Oversee training or practical demonstrations provided to staff and students by Animal Services team members, in accordance with safe work procedures, standard operating procedures and ethical standards/legislation.
- Assist research groups with planning and conducting studies to support compliance with the Animal Research Act (1985), the Animal Research Regulation (2005) and the Australian Code for the Care and Use of Animals for Scientific Purposes, and to support efficient and fair allocation of resources.
- Participation in routine animal husbandry tasks may be required during times of temporary staff shortage.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#).
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health and safety of yourself or others.

### Skills and Experience

- Tertiary qualification in Biological Sciences, Animal Studies or Animal Technology, or an Associate Diploma or TAFE Certificate or equivalent in Animal Studies or Animal Technology combined with relevant experience preferably in an animal laboratory or research environment, or an equivalent level of knowledge gained through any other combination of education, training and/or experience.
- Proven ability to effectively lead and motivate a high performing team, including experience supervising, supporting and developing staff.
- Proven technical capabilities in areas aligned with animal laboratory and research activities, with proven ability to investigate, analyse and resolve technical, operational and logistical issues.
- Proven skills in animal handling, husbandry and assessment of welfare in laboratory animals (especially rodents, rabbits, sheep and guinea pigs) and a well rounded knowledge of the Australian

Animal Research Act and the Australian Code for the care and use of animals for scientific purposes.

- Excellent communication and influencing skills, including the ability to interact effectively with stakeholders of various backgrounds and levels of seniority.
- Effective organisational skills, with proven ability to establish work priorities for self and others, using initiative to meet deadlines whilst providing excellent customer service to stakeholders.
- Demonstrated ability to apply, interpret, advise on policies, systems, procedures and guidelines.
- Demonstrated competency in electronic records management, particularly in the use of laboratory animal management software
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

#### **About this document**

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.