

POSITION DESCRIPTION

POSITION TITLE:	Animal Technician and Administration Support Officer
ORGANISATION DIVISION:	NVRI
EMPLOYMENT TYPE:	Part time fixed term (12-18 months)
WORK LOCATION:	Carlton
RESPONSIBLE TO:	NVRI CoE Node Administrator
OTHER BENEFITS:	Salary packaging
DATE LAST REVIEW:	July 2019

1. THE AUSTRALIAN COLLEGE OF OPTOMETRY

The Australian College of Optometry's (ACO) Vision is to achieve world leading eye health outcomes for all and its Mission is to improve the eye health and well-being of communities through innovation, partnership and leadership in:

Clinical optometry services - providing high quality public health eye care for communities in need and leading best practice;

Research - undertaking high impact internationally recognised research to improve the understanding of vision science and eye care; and

Education - providing best practice clinical learning pathways for optometrists from pre-registration through to professional practice.

The ACO's work is led by the following values and principles:

- We deeply **care** about eye health;
- Everything we do drives this **purpose**;
- Mutual **respect** guides our expectations;
- We foster excellence through **collaboration** with our patients, partners and teams;
- Our commitment to **innovation** pushes us to question and find better ways;
- We **deliver** what we promise to patients, partners and each other.

2. POSITION SUMMARY

The Animal House of the ACO provides a service to research groups of the National Vision Research Institute of Australia. The Animal Technician and Administration Support Officer is supervised by the NVRI CoE Node Administrator. The Animal Technician and Administration Support Officer will liaise with relevant researchers and associated staff in relation to day-to-day animal care, and in order to provide support for researchers. In addition, the person is responsible for the operational and administrative functions necessary to ensure the smooth running of the Animal House.

3. KEY RESPONSIBILITIES

The incumbent will be responsible for the following duties:

Animal Care

- Daily provision of food and water to all animals in the animal house
- Regular cleaning and disinfection of animal cages and the provision of adequate bedding
- Cleaning and disinfection of animal food bowls and water bottles at appropriate intervals
- Daily and weekly cleaning and disinfection of floors and walls of animal rooms as appropriate
- Daily checks of animal health and well-being during the performance of the above duties
- Regular checks and documentation of temperature, humidity and lighting conditions in animal rooms
- Regular interaction with researchers to ensure both parties have clearly defined roles in the care of all experimental animals
- Maintenance of certain animal breeding colonies, consistent with researcher requirements
- Daily cleaning and disinfection of the animal house anteroom
- Assist research staff with surgical procedures ensuring the care and welfare of the animals.

Administration

- Maintenance of appropriate records of birth, deaths and experimental animal usage to allow completion of annual returns

- Preparation of annual returns
- Regular contact with researchers for the purposes of record auditing
- Participation as required in the administration associated with Animal Ethics approvals, including assistance in preparing ethics proposals
- Regular assessment of food, bedding and cleaning material stores and timely purchasing to replenish supplies
- Regular audit and update of current procedures/documentation and the implementation of new procedures, where necessary, to ensure animal care remains consistent with current best practice and ethical/legislative requirements for a PC2 and otherwise approved animal facility
- Development of best practice, species-specific, animal care procedures for any new species to be housed
- Where time permits, assistance in minor experimental procedures that do not detract from the daily duties described above and do not require additional ethics clearance
- Assist with the supervision of activities of students or casual staff from time to time.
- Monitor and maintain stock levels for the NVRI; replenish in accordance with ACO purchasing protocols.
- Management and disposal of NVRI hazardous and biological waste in compliance with relevant regulations.

Compliance

- Ensure the animal house is run in compliance with all relevant acts, codes, regulations and policies
- Administration and provide assistance in developing animal ethics policies and procedures relevant to the work undertaken by the research team
- Ensure the animal house and laboratory complies with safe work practices and provides a safe working environment in accordance with OH&S and other policies
- Monitor, record and report activities to identify and treat sick animals according to requirements of relevant legislation, National Health and Medical Research Council, Australian Code for the Responsible Conduct of Research and ACO/NVRI requirements
- Administer legal obligations with regard to sick animals, deaths, culls, excess, unusual behaviour and appearance in accordance with ACO and University of Melbourne requirements and provide reports to animal ethics and other regulatory bodies as required
- The Animal Technician is responsible for ensuring a safe working environment for those entering the animal house.
- The Animal Technician may be called occasionally to assist in other ACO work areas with the approval of the immediate supervisor.
- Other duties as required

5. JOB COMPLEXITY, SKILLS AND KNOWLEDGE

The Animal Technician and Administration Support is supervised by the NVRI CoE Node Administrator. The Animal Technician and Administration Support will also liaise with ACO's nominated License Holder for the Animal House. The Animal Technician and Administration Support Officer will be expected to perform key responsibilities with minimal supervision, seeking guidance from a supervisor in matters that are deemed to fall outside this remit.

5.1 Level of Supervision/Independence

Work will be carried out under minimal supervision. Direction is provided on tasks to be undertaken with an opportunity to identify areas for improvement. The incumbent must be able to work without supervision and is expected to take responsibility for outcomes.

5.2 Problem Solving and Judgement

The incumbent will be expected to have problem solving skills and sound professional judgment. Some activities involve routine work but may involve some situations where they need to use a good level of judgement to solve problems and prioritise work.

5.3 Professional and Organisational Knowledge

A working knowledge of research policies and procedures is required. Duties may involve procedures that require knowledge, which impacts on other areas within the College.

5.4 Resource Management

Equipment, workstations and all daily resources are to be maintained and managed efficiently.

5.5 Breadth of the Position

This position requires a good level of communication with other staff of the NVRI to provide a quality service.

6. OCCUPATIONAL HEALTH AND SAFETY AND ENVIRONMENTAL HEALTH AND SAFETY RESPONSIBILITIES

All ACO staff are responsible for the following safe work procedures and instructions in accordance with OHS and EHS legislation:

- Complying with OHS and EHS policies and procedures manuals
- Taking responsible care for the health and safety of self and others
- Ensuring that any hazardous conditions, near misses and injuries are reported immediately to a supervisor
- Seeking guidance for all new or modified work procedures
- Participating in meetings, training and other health and safety activities
- Wearing personal protective equipment as provided
- Using equipment in compliance with relevant guidelines, without wilful interference or misuse
- Adopting work practices that support OHS programs

7. KEY SELECTION CRITERIA

Qualifications

- Prior experience as a technician in an animal facility caring for experimental animals
- Appropriate level of qualification in Animal Science or Technical studies

Knowledge, Experience and Skills

- Good verbal and written communication skills
- Basic computer competence, experience and skills
- Report writing skills
- Interpersonal skills
- Problem-solving skills
- Effective time management skills

Organisational Relationships

Reports to: NVRI CoE Node Administrator

Supervises: No direct reports

Internal Liaisons: Research staff and honorary research staff
Research Students
All staff

External Liaisons: Suppliers
Regulatory Organisations
University of Melbourne

OTHER RELEVANT INFORMATION

Safety Screening

The ACO employs staff who come into contact with children, elderly and vulnerable people. We are committed to selecting people to provide a safe environment to our clients. Working with Children Check Card will be required for some positions.

Employment for all positions is conditional on a satisfactory National Police Check. Police checks must be renewed every three years.

Pre-employment Medical Check

For specific positions where there are particular physical demands a pre-employment medical check with your Medical Practitioner would be required.

Privacy Notification

We collect this personal information for the purpose of processing and considering your application for employment and its use is consistent with requirements of the Information Privacy Act 2000. All unsuccessful applications are retained for six months then securely destroyed.

Diversity

The Australian College of Optometry is an Equal Opportunity Employer. We welcome applications from people with the widest possible diversity of background, culture and experience. The ACO encourages and welcomes the interest from Aboriginal and Torres Strait Islanders for roles within the organisation.