

POSITION DESCRIPTION – General Staff For levels 1 to 5

Position Title: Technical Officer Level: 5
Faculty/Division: IHMRI Department/Location: Technical Services Unit

Primary purpose of the position:

Reporting to the Technical Services Manager, this full-time position supports the operations of the Rodent Facility with a significant role in ensuring animal husbandry and handling activities are carried out. The role also includes operational functions such as planning and reporting associated with the facility.

Position Environment: (Optional)

The Illawarra Health and Medical Research Institute (IHMRI) is a collaborative venture of the University of Wollongong (UoW) and the Illawarra Shoalhaven Local Health District (ISLHD). Its goal is to further develop health and medical research undertaken in the Illawarra, with a focus on collaboration across the academic and clinical research contexts. The Institute is in its formative stages with its operations set to grow significantly over the next 12 months and beyond. In mid 2010 the Institute transferred its operations to its dedicated and specially designed building, on the University campus. Along with international standard PC2 and PC3 laboratories, the building includes a dedicated clinical research and trials space designed for the conduct of a range of investigator led clinical research (lifestyle intervention related in particular) and pharmaceutical company sponsored clinical trials.

This venture provides an exciting opportunity for highly motivated, flexible and multi-skilled individuals to work as part of a committed and outcomes-oriented team that will shape and build the Institute as a strategic priority for the University over the next few years. The position environment will be dynamic with changing demands as the Institute develops and grows; this environment will suit a multi-skilled professional who is adaptable and prepared to take initiative and step outside job boundaries at times in the interests of achieving demanding deadlines and common goals.

Major Responsibilities:

Tasks	Percentage of time	Office Use Only
1. Daily activities involved in animal holding including monitoring and assessment of animals, food preparation, feeding, bedding and housing changes, washing and sterilising of all materials and surfaces and administration of treatments as and when required.	35	
2. Operational coordination of the facility including: - Coordination of all rodent facility space/bookings and planning of forward bookings - Maintaining key relationships with external agistment providers - Calculating agistment costs and coordinating internal charging - Undertaking procurement activities	20	
3. Training and assisting researchers with use of animal monitoring data base.	10	
4. Take a significant role in Work Health and Safety (WHS) in the facility by: - Assisting with animal facility inductions - Attending and actively contributing to relevant safety committee meetings	10	

- Coordinating and participating in regular WHS inspections - Developing a suite of high quality safe operating procedures and risk assessments - Ensuring plant is maintained and used in accordance with relevant standards and legislation		
5. Providing support for the UoW Animal Facilities Advisory Committee and take significant responsibility for implementing or coordinating required action items. Liaise regularly with the Committee Chair regarding committee business.	10	
6. Preparation and presentation of regular reporting to the Technical Services Manager and IHMRI Operations Manager regarding: - Issues around facility bookings and upcoming usage - Animal Facilities Advisory Committee business - Issues relating to external agistment usage - WHS issues - Financial reporting around internal charging, funds recoup, agistment costs - Facility and service usage statistics	5	
7. In consultation with the Technical Services Manager, develop, implement and coordinate ongoing maintenance of facility plant and equipment.	5	
8. Contributing to the ongoing development and improvement of operational systems, processes, SOPs and deliver training provision around changes where required.	5	
9. Ongoing contribution to short, medium and long-term strategic planning activities regarding operational systems, budgets, equipment and facility.	Ongoing	
10. Providing assistance to team members if/where required	Ongoing	
11. Observe principles and practices of Equal Employment Opportunity	Ongoing	
12. Have WHS responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	Ongoing	

Inherent Requirements:

This position description outlines the major accountabilities/responsibilities and the selection criteria against which you will be assessed as suitable for the position. As such there will be specific job requirements that we refer to as Inherent Requirements.

Inherent Requirements refer to your ability to:

- Perform the essential duties and functional requirements of the job;
- Meet the productivity and quality requirements of the position;
- Work effectively in the team or other type of work organisation concerned; and
- Do the job without undue risk to your own or others health, safety and welfare at work.

If you have any injuries, illness, disorder, impairment, condition or incapacity that may affect your ability to perform the inherent requirements of the position, we encourage you to discuss this with the University to assist in the process of identifying reasonable adjustments to enable you to perform the duties of the position. The University wants to place you in the best situation to use your skills effectively in the position you are applying for at the University.

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Excellent skills and knowledge around issues pertaining to animal welfare and care including ability to recognise signs of animal ill-health
- Sound working knowledge of operational and compliance issues relevant to animal facility operations
- Ability to support committee functions and document meeting minutes accurately and succinctly
- Excellent knowledge of WHS as it pertains to animal facilities and demonstrated skills in developing and implementing systems to address compliance
- Ability to have significant input into developing reporting frameworks, then independently prepare and present regular reports
- Ability to implement basic financial systems and principles
- Outstanding interpersonal and written communication skills
- Confident user of Microsoft products including Microsoft excel and outlook

SELECTION CRITERIA - Education and Experience:

Essential:

- Degree qualifications in a relevant area of study and/or a combination of education/experience/training deemed to be equivalent
- Experience working with rodents
- Experience developing and implementing systems for shared resource coordination
- Experience preparing and presenting reports
- Experience contributing to forward and ongoing planning processes
- Experience in maintaining relationships with key stakeholders

Personal Attributes:

Essential:

- Thoughtful towards colleagues and team-focussed
- Responsiveness and ability to adapt to changing priorities
- Thorough with great attention to detail
- Organised and prioritises work

Special Job Requirements:

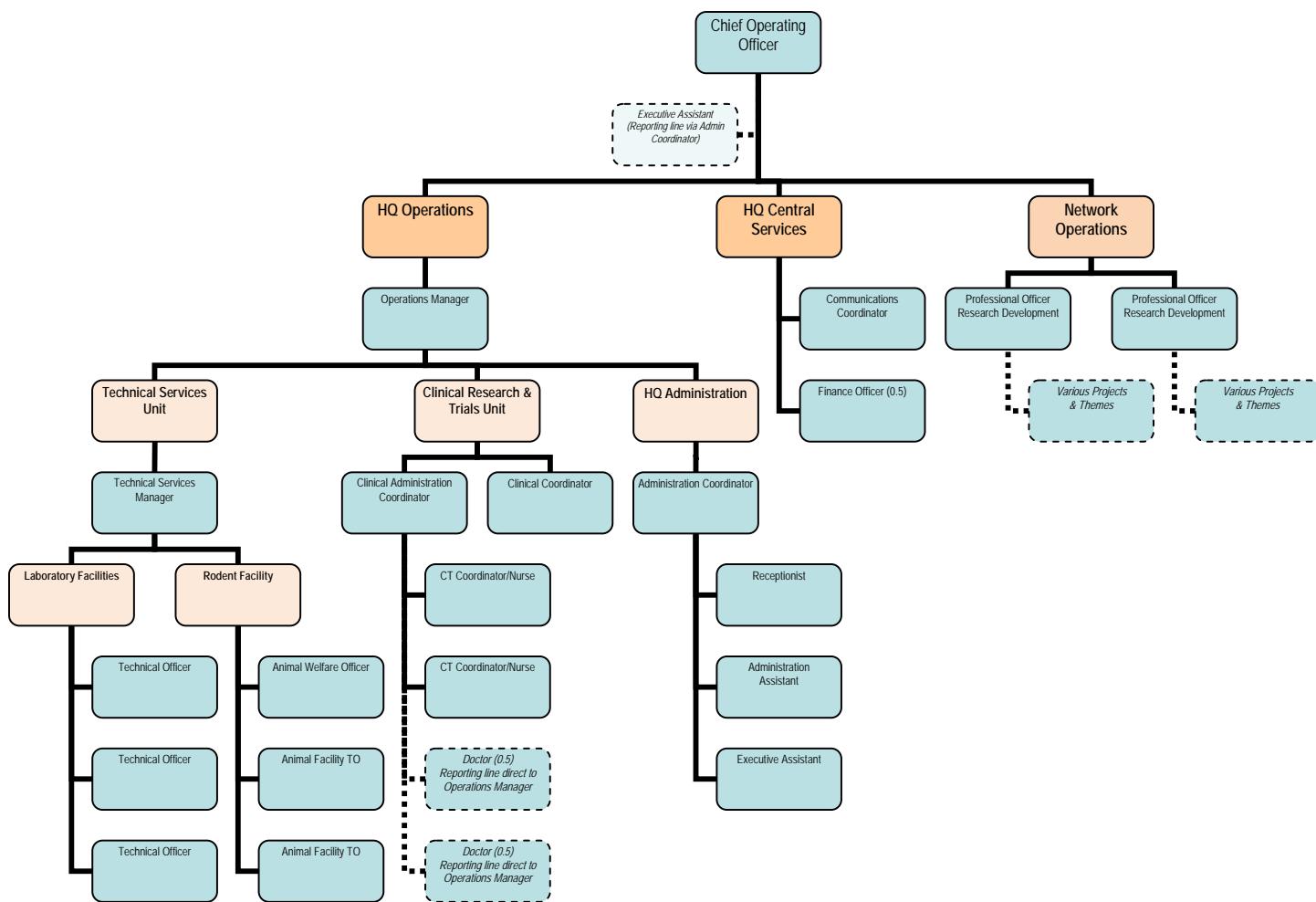
May need to work outside of usual business hours

Must hold class C driver's licence

Must be prepared and able to work with a variety of animals

May need to assist with IHMRI laboratory operations

Organisational Chart:



Approval:

Approval by Head of Unit: _____

Date: _____

Approved by Human Resources: _____

Date: _____