

POSITION DESCRIPTION – Professional Services Staff For levels 6/7 and above

Position Title: Animal Welfare Officer Level: 8/9
Faculty/Division: RAID Department/Location: Research Services Office

Primary purpose of the position:

The Animal Welfare Officer (AWO) is primarily responsible for ensuring excellent standards of animal welfare and implementation of procedures to ensure compliance to all required codes, standards and legislation, particularly the *NH&MRC Australian Code of Practice for the Care and Use of Animals for Scientific Purposes*. As well as the staff in the Research Ethics Unit, the position liaises with the Animal Ethics Committee (AEC), research and technical communities to ensure effective and compliant research animal care procedures are undertaken at UOW.

The AWO plays a key role in ensuring compliance, including undertaking regular inspection of facilities, monitoring and reporting on research animal activities, training of technical staff and researchers (including postgraduate students), and reviewing processes as necessary.

Position Environment:

The AWO is based in the Ethics Unit. The Ethics Unit is part of the Research & Innovation Division and is located within the Research Services Office (RSO). The RSO is responsible for:

- Management of research ethics review processes (human, animal and Gene Technology) for University staff/students, or the Illawarra Shoalhaven Local Health District (ISLHD).
- Central coordination of the University's research grant and fellowship activities, and providing guidance to academic staff on developing, submitting and managing competitive research projects.
- Management of research information systems and performance data and providing strategic advice to improve information services for research staff and students.
- Support for Higher Degree Research (HDR) students including candidature progression, scholarship administration and payment, thesis examination process, provision of training and support, coordination and delivery of HDR events.
- Managing events and promotional material showcasing the University's research activities and providing client support and development of the University research web site(s).

The AWO is expected to liaise daily with staff involved in the operation and maintenance of animal facilities and to manage relationships with researchers (staff and students), State and Federal Government agencies, the AEC, and Senior Executive staff as required.

Major Accountabilities/Responsibilities:

Responsibilities		Outcome	Percentage of Time
1.	Provide leadership in the care and use of animals in the University, in accordance with all relevant legislation and ethical standards, and assist in monitoring the University's compliance with relevant legislation.	UOW compliant with relevant codes, legislation and standards of research animal ethics, use and care.	20%
2.	Provide expert advice to researchers (including postgraduate students) and managers on effective animal care and animal management practices and provide technical advice on veterinary procedures and care of experimental animals. Advise on the recognition of pain, suffering, distress and lasting harm in the animal species within the facilities, and methods to reduce the severity of procedures. Assist in the development of appropriate policies and procedures.	Practical aspects of animal welfare and care maintained and performed to the highest standard.	20%
3.	Organise or provide training and ensure documented systems are in place for induction, training, and competency assessment of users of the animals in research at UOW. Participation in ethics and other relevant training delivery where appropriate.	Users of animals in research working to agreed standards; compliance maintained.	15%
4.	Liaise with Animal Ethics Committee providing advice, comment and reports when required and assist the AEC to review and assess applications for research using animals. Availability as ex-officio at AEC meetings will be an essential requirement. Contribute to ethical compliance by assisting researchers with AEC applications.	Regular and appropriate communication between Animal Ethics Committee, Research Ethics Unit, Researchers and relevant facilities staff.	10%
5.	Support research compliance by contributing to the development of Standard Operating Procedures (SOPs) for animal procedures and assisting with, performing, or training staff to perform complex surgical and other procedures, especially those requiring veterinary expertise.	Research functions are supported appropriately and efficiently, and are compliant with relevant standards.	10%
6.	Liaise daily with relevant facility staff in both facilities; regularly with management; and with Senior Executive if required regarding Animal Research Facilities.	Ecological Research Centre and Rodent Facility operations occur as per management specifications.	10%
7.	Contribute to strategic planning and development activity relating to facility operations and planned research activity, including resource requirements.	Appropriate and evolving plans for strategy and resource allocation in place.	5%
8.	Supervisory roles: Communicate and consult with staff on workplace and staffing matters.	To foster direct relationships with staff and enhance engagement with the organisation.	Ongoing
9.	Observe principles and practices of Equal Employment	To ensure fair treatment in	Ongoing

	Opportunity	the workplace	
10.	Have WH&S responsibilities, accountabilities and authorities as outlined in the http://staff.uow.edu.au/ohs/commitment/responsibilities/ document	To ensure a safe working environment for self & others.	Ongoing

Reporting Relationships:

Position Reports to:	Ethics Manager
The position supervises the following positions:	N/A
Other Key Contacts:	Operations Team, Illawarra Health & Medical Research Institute (IHMRI) Operations Manager, Faculty of Science Medicine and Health AEC Chair DVC(Research & Innovation) Research Services Office Director and staff

Key Relationships:

Contact/Organisation:	Purpose & Frequency of contact
UOW Animal Ethics Committee (through AEC Chair)	Compliance to relevant Code; review of research plans; specific advice and reports as required. Ex-officio attendance at meetings essential
UOW Research Services Office (through Animal Ethics Officer and Ethics Manager) Chair, Animal Facilities Advisory Committee	Communication regarding AEC Operations Operations within facilities

Key Challenges:

1. Providing objective and effective advice to help ensure UOW is compliant and adopting best practice in ethical considerations of Animal Research
2. Balancing the interests of stakeholders (Researchers, Facilities staff, user groups, AEC and RSO) when contributing to the development of new operational/administrative systems
3. Communicating effectively with a diverse group of stakeholders

SELECTION CRITERIA - Knowledge & Skills:

Essential:

- Strong commitment to the ethical use of animals in research, and sound working knowledge of research methods, ethics, and compliance issues relevant to animal research in Australia, including an understanding of the conflicts that can exist between research goals and ethical expectations of the community
- Excellent skills and knowledge around issues pertaining to animal welfare and care
- Demonstrated analytical and organisation skills and ability to work independently
- Exceptional communication and interpersonal skills, with a strong customer service orientation

Desirable

- Knowledge and experience with documenting policies and processes
- Experience in delivering training
- Experience in using databases

SELECTION CRITERIA - Education & Experience:

Essential:

- Tertiary Veterinary qualifications with eligibility to register for practice in NSW
- Experience in working with a variety of animals, both routine care and handling and complex procedures
- Experience in problem-solving, negotiation and conflict resolution

Desirable

- Experience developing and implementing documented procedures relating to the codes, standards and legislation relevant in an animal research facility

Personal Attributes:

Essential:

- Ability to work objectively and independently in an environment where there may be conflicting views

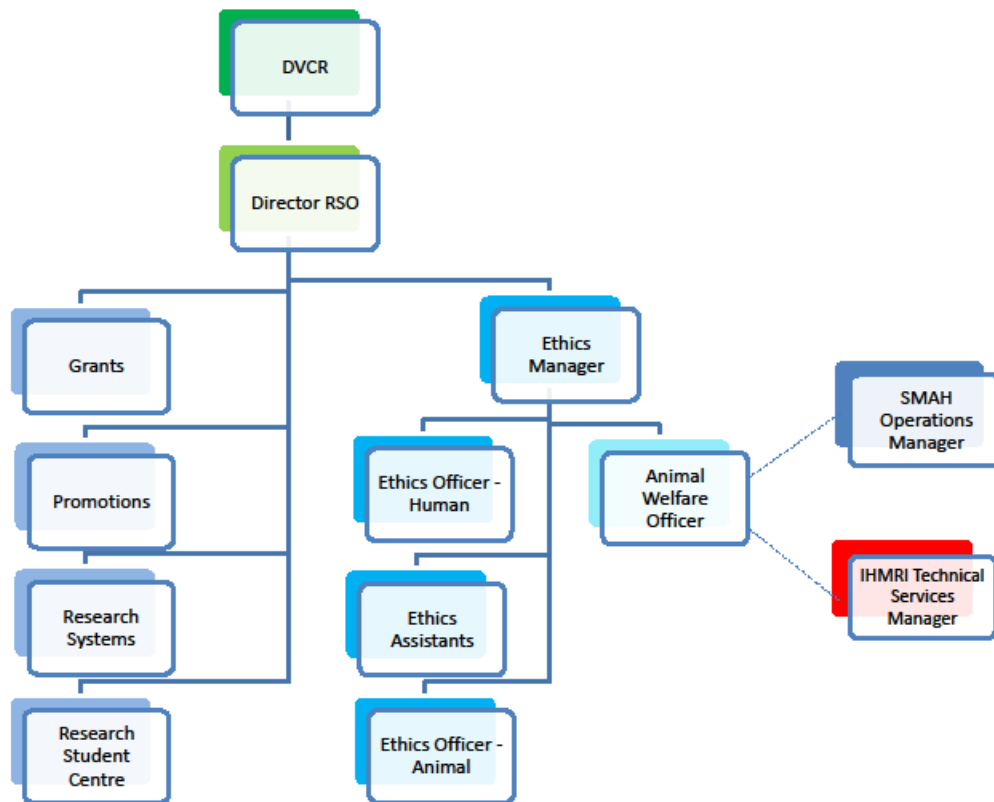
Special Job Requirements:

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

Organisational Chart:



Roles and Responsibilities in Relation to Workplace Health and Safety:

The University of Wollongong is committed to providing a safe and healthy workplace for its workers, students and visitors. All members of the University community have a collective and individual responsibility to work safely and be engaged in activities to help prevent injuries and illness.

In addition to the major accountabilities/responsibilities required for your position, you also hold the following roles and responsibilities in relation to Workplace Health and Safety:

- Take reasonable care for your health and safety as well as others.
- Comply with any reasonable instruction by the University.
- Cooperate with any reasonable policies and procedures of the University including reporting of hazards or incidents via the University reporting process.
- Certain staff have specific responsibilities for Work Health and Safety (WHS), further information is available in the document [Roles And Responsibilities for WHS](#) and [WHS Management System](#).

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.