



## Position Description – Technical Officer – Animal Technician-RAF & Aquatics

### Position Details

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<b>Position Title:</b>	Technical Officer – Animal Technician - RAF & Aquatics
<b>College/Portfolio:</b>	STEM College
<b>School/Group:</b>	STEM College Office
<b>Campus Location:</b>	Based at the Bundoora campus, however, may be required to work and/or be based at other campuses of the University.
<b>Classification:</b>	HEW 4
<b>Employment Type:</b>	Continuing
<b>Time Fraction:</b>	1.0

### RMIT University

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RMIT is a multi-sector university of technology, design and enterprise. The University's mission is to help shape the world through research, innovation and engagement, and to create transformative experiences for students to prepare them for life and work. For more information on RMIT University follow the links below.

<https://www.rmit.edu.au/about>

<https://www.universitiesaustralia.edu.au/university/rmit-university/>

<https://www.rmit.edu.au/about/facts-figures>

Our three main campuses in Melbourne are located in the heart of the City, Brunswick, Bundoora and Point Cook, along with other Victorian locations. There are also two campuses in Vietnam (Hanoi and Ho Chi Minh City) and a centre in Barcelona, Spain. RMIT is a truly global university.

<https://www.rmit.edu.au/about/our-locations-and-facilities>

We are also committed to redefining our relationship in working with, and supporting, Indigenous self-determination. Our goal is to achieve lasting transformation by maturing our values, culture, policy and structures in a way that embeds reconciliation in everything we do. We are changing our ways of knowing, working and being to support sustainable reconciliation and activate a relationship between Indigenous and non-Indigenous staff, students and community. Our three campuses in Melbourne (City, Brunswick and Bundoora campuses) are located on the unceded lands of the people of the Woi Wurrung and Boon Wurrung language groups of the eastern Kulin Nation.

### Why work at RMIT University

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Our people make everything at the University possible. We encourage new approaches to work and learning, stimulating change to drive positive impact. Find out more about working at RMIT University, what we stand for and why we are an Employer of Choice.

<https://www.rmit.edu.au/careers>

We want to attract those who will make a difference. View RMIT's impressive standings in university rankings.

<https://www.rmit.edu.au/about/facts-figures/reputation-and-rankings>

## **STEM College**

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STEM College holds a leading position and expertise in the Science, Technology, Engineering, Mathematics, and health (STEM) fields. We are uniquely positioned to influence and partner with industries.

STEM College is a community of exceptional STEM researchers, teachers, inventors, designers and game-changers, supported by talented professional staff. We offer higher education programs across all STEM disciplines at the Bachelor, Master and PhD levels, and ensure our students experience an education that is work-aligned and life-changing.

The College is renowned for its exemplary research in many STEM areas including advanced manufacturing and design; computing technologies; health innovation and translational medicine; nano materials and devices; and sustainable systems. Our brilliant researchers attract funding from government and industry sources.

Industry is at the heart of what we do. It ensures our research has real world impact and our students are truly work-ready. Under the leadership of DVC STEM College & Vice President, Digital Innovation, we have established new hubs of industry-connected digital innovation and endeavor and are engaging with global STEM organisations at scale.

Our diversity and shared values empower our work, and we are proud of the College's inclusive, caring culture. We offer a safe, dynamic work environment, and support every member of our community of achieve their potential. The College appointed Victoria's first ever Dean of STEM, Diversity & Inclusion in 2020, and this role drives gender equity, diversity and inclusion strategies across the College.

STEM College employs 1,000 staff who deliver onshore and offshore programs to approximately 20,000 students.

We are here to positively impact the world and create the next generation of STEM leaders.

<https://www.rmit.edu.au/about/schools-colleges/stem-college>

## **STEM College Office Professional Staff**

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The STEM College Office Professional staff provide exceptional and efficient support to the College.

The Learning, Teaching and Quality teams support:

- Quality Enhancement
- Learning and Teaching support

The Professional shared services Group delivers service to all four Schools across five distinct functions:

- Student Lifecycle
- Planning & Operations
- Technical Services
- Program & Governance
- WIL & Engagement

Relevant digital solutions – such as Workday – are used by the five teams to streamline processes and drive operational efficiencies. The Group's end-to-end professional support ensures a consistent approach to the operational and strategic functioning of the College and adherence to University policies and procedures.

The STEM College Office professional staff are instrumental in providing students with a transformative and enriched learning experience, and in supporting our research and engagement administration activities. Centralised in the STEM College Office, at our City and Bundoora campuses, professional staff

members have opportunities to cross-skill, engage in professional development and develop their own career paths.

## Position Summary

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The Technical Officer – Animal Technician will report to the Technical Coordinator and will be responsible for providing technical support to users of the laboratories and workspaces. This role is responsible for the daily care, husbandry and health monitoring of animals, undertaking various responsibilities to maintain and breed laboratory animals in accordance with Standard Operating Procedures (SOPs). The role involves maintaining accurate and timely records and ensuring optimal animal welfare conditions throughout.

The Animal Technician plays a crucial role in facilitating RMIT RAF's service delivery to its diverse clientele.

The responsibilities associated with the Animal Technician role may vary based on operational requirements and changes in the facility's supported animal species, quantity, and the nature of ongoing research.

Under the guidance of the Technical Coordinator, the incumbent will be expected to contribute to the housekeeping and maintenance of the laboratories while additionally supporting the adoption and implementation of OHS standards and best practice.

## Reporting Line

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Reports to: Technical Coordinator – RAF & Aquatics

Direct reports: 0

## Organisational Accountabilities

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RMIT University is committed to the health, safety and wellbeing of its staff. RMIT and its staff must comply with a range of statutory requirements, including equal opportunity, occupational health and safety, privacy and trade practice. RMIT also expects staff to comply with its policy and procedures, which relate to statutory requirements and our ways of working.

RMIT is committed to providing a safe environment for children and young people in our community. Read about our commitment and child safe practices. <https://www.rmit.edu.au/about/our-locations-and-facilities/facilities/safety-security/child-safety>.

Appointees are accountable for completing training on these matters and ensuring their knowledge and the knowledge of their staff is up to date.

## Key Accountabilities

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- Be accountable for your own actions and workload to positively influence the team culture and consistently demonstrate RMIT's values.
- Under the direction of the Technical Coordinator, Maintain breeding and/or experimental animals in accordance with the Australian Code for the care and use of animals for scientific purposes, Gene Technology Regulations, RMIT Policy and Standard Operating Procedures. Includes daily welfare checks, health monitoring, maintaining high levels of hygiene for the animals and facility, general husbandry, technical services including euthanasia and animal handling training, provision of environmental enrichment and ensuring consumable levels are well stocked.

### RMIT Classification: Trusted

- Work in accordance with safe work, OH&S processes, and policies to ensure operating procedures, risk assessments, activities and working environments for all users within your designated areas comply with OH&S and any relevant legislation, standards, and RMIT policies and procedures.
- Maintain accurate record keeping and reporting, which includes welfare, breeding records, animal health records, environmental conditions.
- Under the direction of the Technical Coordinator, undertake day-to-day operational functions within the RAF & Aquatics facilities and as required in other STEM laboratories and workspaces.
- Under the direction of the Technical Coordinator, provide assistance to develop, maintain and implement required documentation such as but not limited to SOPs, SWIs, Equipment RAs, Chemical Registers, ensuring they are available to users of the laboratories or workspaces.
- Under the guidance and the direction of the Technical Coordinator, provide assistance, general advice, and training to space users on but not limited to purchasing, equipment/instruments and appropriate laboratory practices and processes. This includes the provision of inductions for all users of the workspaces and accurately documenting these events.

- Under the direction of the Technical Coordinator, assist in demonstrating in the use of the equipment and contribute to the development in training material.
- Work with the technical team to ensure all infrastructure (i.e., equipment, instruments, tools, digital components) within the laboratory or workspaces are bookable, well maintained, regularly serviced, and documented as part of a maintenance schedule and preventative maintenance plan.
- Under the guidance of the Technical Coordinator and through engagement with the technical team, work to understand academic requirements ahead of time, ensuring all materials and equipment are acquired/prepared and set up for practical or other academic activities in a timely and agile way.
- Under the guidance of the Technical Coordinator and through engagement with the technical team, ensure consumable levels are well maintained and provide prompt support to stakeholders in ordering or obtaining required materials for activities within these spaces.
- Proactively work to ensure laboratories and workspaces are in a clean, safe, well-maintained, and operational state at all times.
- Other duties as directed by the Technical Coordinator, Senior Technical Manager, or Director, STEM Facilities & Technical Services within the scope of this classification.
- Assist other teams across the portfolio and College as required within the scope of this classification.

### **Key Selection Criteria**

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1. Demonstrated experience with a variety of laboratory animal species including rodent breeding in a research environment or equivalent with experience in general and PC1/2 laboratory areas.
2. Demonstrated understanding and ability to comply with current legislation, regulatory bodies, codes and standards relating to the ethical use and care of live animals for scientific research purposes.
3. Demonstrated experience operating and maintaining laboratory-based instruments/ equipment relevant to animal research.
4. Proven track record of building strong relationships with a range of stakeholders, including understanding and embracing a client-focused framework.
5. Demonstrated understanding of current OH&S legislation with knowledge of other field or industry regulations or standards related to the field within the scope of the service area.
6. Effective oral, written communication and interpersonal skills with the ability to work effectively in cross-functional teams and with a diverse range of people from various backgrounds.
7. Demonstrated experience and understanding of working in accordance to the RMIT value statements or similar frameworks in other organisations.
8. A commitment to RMIT's policies of supporting a diverse workplace along with zero tolerance towards harassment, bullying or discrimination in any form.

**Qualifications**

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Tertiary Diploma in Animal Technology, or related qualification, and/or equivalent experience in an Animal Laboratory Research Facility and /or relevant experience.

A valid Working with Children Check and current Victorian Drivers Licence is mandatory.

Note: Appointment to this position is subject to passing a Working with Children Check and other checks as required by the specific role. Maintaining a valid Working With Children Check is a condition of employment at RMIT.

<b>Endorsed:</b>	Signature: Name: Title: Date:	<b>Approved:</b>	Signature: Name: Title: Date:
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