

# JOB DESCRIPTION

## TELETHON KIDS INSTITUTE



<b>Why is this Job Description being written?</b>		<input type="checkbox"/> New Position <input type="checkbox"/> Replacement Position <input checked="" type="checkbox"/> Position re-designed <input type="checkbox"/> Position not previously described		
<b>POSITION DETAILS:</b>	<b>Position Title:</b>	<b>BIORESOURCES ATTENDANT</b>		
<b>Division:</b>	Bioresources	<b>Department:</b>	Scientific Services	
<b>Position reports to: (role)</b>	Bioresources Team Leader			
<b>Location:</b> <i>include all possible locations</i>	100 Roberts Road Subiaco / Perth Children's Hospital			
<b>POSITION PURPOSE:</b> In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, <b>what</b> this role does and <b>why</b>				
<p>The Bioresources Attendant is responsible for the daily care of research animals including animal husbandry, environmental monitoring &amp; enrichment, record keeping welfare checks and facility sanitation.</p>				
<b>KEY RESPONSIBILITY AREAS</b> <i>(Please list in order of importance)</i>				
<b>Key Position Accountabilities</b> What are the main areas for which the position is accountable	<b>% of Total Role</b>	<b>Inputs:</b> What are the key activities or tasks to be carried out?	<b>Outputs:</b> What are the expected end results?	<b>Measures:</b> How it is measured

<p><b>Animal Care and Husbandry</b></p>	<p>70</p>	<ul style="list-style-type: none"> <li>• Perform daily husbandry tasks including cage changing, weaning, animal welfare checks and breeding using aseptic techniques</li> <li>• Report animal welfare issues to researchers and animal welfare officer</li> <li>• Animal identification</li> <li>• Breeding colony maintenance</li> <li>• Assist in the logging in and unpacking of incoming animals from other institutions</li> <li>• Operate autoclave, cage washer and any other animal facility equipment as required</li> <li>• Comply with Australian Code of Practice and TKI policies and standard operating procedures</li> <li>• Other duties are assigned by the Bioresources Team Leader</li> </ul>	<ul style="list-style-type: none"> <li>• All dirty animal cages are changed weekly or fortnightly depending on the number of animals present in boxes</li> <li>• Ensuring the optimal levels of animal stocks are maintained for research needs</li> <li>• Animal health and welfare of rodents is at optimal levels</li> <li>• Ensure that clean stores are available for technician and researcher use</li> <li>• Ensuring researcher animal needs are met</li> <li>• Ensuring the safe operation of the Bioresources facility</li> <li>• Ensuring facility is operating within the current industry standards</li> <li>• Routines are completed on schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Achieving outcomes in an organised manner within the allotted time period</li> <li>• Feedback from researchers</li> <li>• Adherence to OS&amp;H policies</li> <li>• Healthy animals</li> <li>• 100% compliance of animal monitoring</li> </ul>
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<b>Administrative</b>	10	<ul style="list-style-type: none"> <li>• Training of new staff/ researchers to use the database</li> <li>• Assisting researchers and Animal Welfare Officer with the reporting of annual animal numbers used</li> <li>• Fire Warden Representative of Bioresources when required</li> <li>• Occupational safety &amp; health representative</li> <li>• Ensures compliance OS&amp;H policy &amp; procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Ensuring all facility data is captured on database and is accurate</li> <li>• Ensuring all BRC users are trained in the use of the database</li> <li>• Ensure compliance to all OS&amp;H policies and procedures</li> <li>• Ensure users are evacuated out of the building in a safe manner</li> </ul>	<ul style="list-style-type: none"> <li>• Database is accurate and kept up to date</li> <li>• All users know how to use the database</li> <li>• Relevance of documentation</li> <li>• Timeliness of documentation</li> <li>• Facility complies to OS&amp;H</li> <li>• Adhere to fire department regulations</li> </ul>
<b>Team membership</b>	10	<ul style="list-style-type: none"> <li>• Actively contributes to a harmonious team, both from a cultural and work output perspective</li> <li>• Attends staff meetings and training sessions as scheduled by the Bioresources Team Leader and Animal Welfare Officer</li> <li>• Assists team members in completing all required tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Participate and contribute to team activities</li> </ul>	<ul style="list-style-type: none"> <li>• Productive and positive team environment</li> </ul>
<b>Customer service</b>	5	<ul style="list-style-type: none"> <li>• Deal with external service providers such as service technicians, animal suppliers, supply partners, etc.</li> <li>• Liaise with all scientists involved in animal research at the facility</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate with Institute staff and external service providers in a professional manner</li> </ul>	<ul style="list-style-type: none"> <li>• High quality customer service</li> <li>• Feedback from staff</li> <li>• Feedback from service providers</li> </ul>
<b>Laboratory</b>	5	<ul style="list-style-type: none"> <li>• Assists researchers in procedures occurring throughout the facility</li> <li>• Administers anaesthesia</li> <li>• Using specialise equipment such as centrifuges, isoflurane machines, CO2 chambers.</li> </ul>	<ul style="list-style-type: none"> <li>• Carrying out successful procedures and effectively supports researchers</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback from staff and researchers</li> </ul>

### ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

**Qualifications:** what are the minimum educational, technical or professional qualifications required to competently perform role

N/A

**Skills, Knowledge & Experience:**

- Minimum 2 years' experience in a similar position
- Working knowledge with rodents, breeding systems and animal husbandry
- Understanding of the importance of animal welfare
- Proficient in animal handling and basic animal procedures
- Sound administrative skills, including sound computer literacy and database management experience
- Knowledge of the Australian code for the care and use of animals for scientific purposes (2013)
- Physically fit with the ability to lift heavy boxes and equipment
- Ability to work as an effective member of a team as well as independently with minimal supervision

### DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE:

**Qualifications:** what are the minimum educational, technical or professional qualifications required to competently perform role

- Certificate of Animal Technology

**Skills, Knowledge & Experience:**

### SCOPE:

**Financial accountability:** Does this role have accountability for a budget?

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**People responsibility:** Does this role have any direct reports or indirect reports (through direct reports)?

No. of direct reports

No. of indirect reports

**ORGANISATIONAL CHART:** (please complete using position titles or insert diagram below)

Next level of supervision

Bioresources  
Team Leader

Immediate level of supervision

Bioresources  
Breeding  
Manager

Other roles reporting to immediate supervisor

	Senior Technical Officer	Bioresources Technician			
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Direct reports (role x no.)

Bioresources Technician	Bioresources Attendant	Bioresources Attendant	Facilities Support Technician	Facilities Support Technician	
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**ADDITIONAL INFORMATION:** is there any additional information that needs to be understood to explain this role?

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