



POSITION DESCRIPTION

Position Title:	Laboratory and Animal Officer
Cluster / Business Unit / Division	Nuclear Science & Technology
Section or Unit:	Operations Laboratories
Classification:	Band 4
Job Family:	Science
Position Description Number:	PD-2467
Work Contract Type:	Science / Technical
STEMM/NON-STEMM:	STEMM

POSITION PURPOSE

The primary objective of the Laboratory and Animal Officer is to provide support to the Laboratory Manager and the Senior Veterinary Scientist. The role is responsible for maintaining all laboratories and animal-housing areas at ANSTO Victoria, Australian Synchrotron according to standard operating procedures (SOPs) and in compliance with regulatory requirements.

The role requires the maintenance and upkeep of laboratory infrastructure, animals, and equipment to support the research outcomes of ANSTO Victoria. The position provides advice, training, supervision, and guidance to all laboratory users including ANSTO staff, visiting researchers (national and international) and students.

ORGANISATIONAL ENVIRONMENT

ANSTO leverages great science to deliver big outcomes. We partner with scientists and engineers and apply new technologies to provide real-world benefits. Our work improves human health, saves lives, builds our industries, and protects the environment. ANSTO is the home of Australia's most significant landmark and national infrastructure for research. Thousands of scientists from industry and academia benefit from gaining access to state-of-the-art instruments every year.

The Australian Synchrotron at ANSTO Victoria provides world-leading technical capability and the nucleus around which new science and industry networks form as researchers interact. The synchrotron delivers better and faster experimental techniques that not only enhance current fundamental and applied research but also open new avenues of investigation to Australian science. The facility promotes international collaboration to enable leading-edge research and development and is a hub for research that greatly benefits Australia and its regional neighbours.

The Science Team provides world-class user service and synchrotron expertise to Users of the Australian Synchrotron, including academic-based researchers, and commercial and industry clients. This includes the operation of the Australian Synchrotron User Office, Guesthouse, and operational beamlines within the facility. Members of the Science Team collaborate with other Australian Synchrotron teams to maintain world-class beamlines and to develop new capabilities and systems (including new beamlines for the facility). They achieve high-impact research outcomes in line with ANSTO's research mission and through collaborations with the Australian Synchrotron User Community. Science Team members also deliver highly effective outreach and training outcomes to promote the capabilities and achievements of the facility.

ACCOUNTABILITIES & RESPONSIBILITIES

Key Accountabilities

- Ensure a high standard of laboratory housekeeping; monitor and procure/ensure availability of lab consumables, chemicals, and equipment to ensure the laboratory is well-stocked, tidy and functioning properly.
- Coordinate and train external users and staff in the Australian Synchrotron Labs Safety Induction. Maintain records of training and competency for users of the animal and laboratory facilities.
- Develop relevant standard operating procedures (SOPs) for staff and users of laboratory equipment and the animal facility. Provide advice to staff and visiting researchers with regards to laboratory and regulatory processes.
- Provide assistance to staff and visiting scientists on routine laboratory/animal facility activities, e.g. providing chemicals and consumables, using equipment, safe facility practices. Assist the Laboratory Manager / Senior Veterinary Scientist in the operation and scheduling of the laboratories/animal facilities and equipment as required.
- Assist with the maintenance of the ChemAlert chemical database and the scheduled drug database.
- Respond promptly to user requests for assistance e.g. via email replies, access to chemicals, onsite laboratory assistance.
- Facilitate coordination of animal transport and arrival into the facility; monitor and ensure availability of animal care supplies, food, bedding and equipment.
- Ensure that users are complying with approved ethics and working within the regulatory requirements of the State, e.g. biosafety regulations, PC2 laboratory requirements, animal welfare.
- Ensure information is correctly stored in the Animal Management system.
- Document activities and maintain records such as animal health surveillance, feed logs, temperature/humidity charts, animal receipt and disposition logs.
- Fulfil WHS responsibilities as specified in the ANSTO WHS system.
- Contribute to a working environment and culture that promotes teamwork and knowledge sharing, is collaborative and user-focussed and achieves quality scientific outcomes.
- Undertake additional duties as required and during periods of leave of other staff.

Decision Making

- The ANSTO values, organisational corporate plan, business plan, operational excellence program, the NST strategy and Australian Synchrotron Business Plan provide the context for the position.
- The position works within a framework of legislation, policies, professional standards, and resource parameters. Within this framework, the position has independence in determining how to achieve daily objectives of the laboratory/animal facility work area.
- The position is fully accountable for the accuracy, integrity, and quality of the content of advice and services provided to users and scientists, and is required to ensure that activities and equipment and their interaction with the Australian Synchrotron are compliant with regulatory and safety requirements at all times.
- Strategic direction for the laboratories and animal holding facilities are the responsibility of the Science Operations Manager, the Laboratory Manager, and the Senior Veterinary Scientist.
- Work priorities are determined in consultation with the Laboratory Manager and Senior Veterinary Scientist.
- Issues of a complex, sensitive nature that will have significant impact on user operations will be raised with the Science Operations Manager.

- The levels of authority delegated to this position are those approved and issued by the Chief Executive Officer. All delegations will be in line with the ANSTO Delegation Manual AS-1682 (as amended or replaced).

Key Challenges

- Ensuring that laboratories and animal facilities are stocked for experiments with chemicals and equipment.
- Assisting multiple visiting researchers with advice and support during busy periods.
- Carrying out work in a heavily regulated environment where adherence to all regulations is mandatory.
- Ensuring safety precautions are taken by staff and visitors when using the facility laboratories.

KEY RELATIONSHIPS

Who	Purpose
Internal	
Science Operations Manager (supervisor)	<ul style="list-style-type: none"> • Receive direction and guidance • Report on work plan achievements and resolution of issues or laboratory usage conflicts • Recommend and gain endorsement for operational plans and goals and other initiatives
Laboratory Manager, Senior Veterinary Scientist	<ul style="list-style-type: none"> • Receive guidance and direction • Provide advice and recommendations on laboratory/animal facility operations and issues • Recommend and gain endorsement for operational plans and goals and other initiatives
Beamline Scientists, other staff and contractors	<ul style="list-style-type: none"> • Liaise regarding laboratory, mail-in samples, and other needs for experiments • Collaborate in relation to ensure high availability of laboratory/animal facilities and user support • Establish and maintain ongoing open communication to ensure laboratory and animal facility supplies and equipment meet needs and user requirements
Radiation/Safety Team	<ul style="list-style-type: none"> • Seek advice when required
ANSTO facility users and students	<ul style="list-style-type: none"> • Provide laboratory/animal facility consumables and help with equipment usage • Communicate and collaborate to ensure support, consumables, and equipment match user needs
External	
Facility users (national & international scientists, students and collaborators)	<ul style="list-style-type: none"> • Provide laboratory/animal facility consumables and help with equipment usage • Provide laboratory/animal facility inductions to users and staff • Communicate and collaborate to ensure support, consumables, and equipment match user needs • Supervise laboratory contractors as required • Provide laboratory assistance for mail-in sample programs

POSITION DIMENSIONS

Staff Data	
Reporting Line	Reports to the Science Operations Manager
Direct Reports	Nil
Indirect Reports	Provide technical assistance to ANSTO staff, contractors, any laboratory students, and facility users

Special / Physical Requirements	
Location:	Clayton, Australian Synchrotron Onsite role, limited opportunities to work from home Working in different areas of designated site/campus as needed
Travel:	May be required to travel to ANSTO sites from time to time Infrequent travel both internationally and nationally
Physical:	Office-based physical requirements (sitting, standing, minimal manual handling, movement around office and site, extended hours working at a computer) Laboratory facility physical requirements (lifting, standing for long periods, operating machinery & equipment, frequent manual handling, frequent movements) Wearing personal protective equipment for the handling of hazardous materials Exposure to dust, dirt, unpleasant odours, laboratory animals, animal excreta
Radiation areas:	Required to work in radiation areas under tightly regulated conditions Perform duties with and in an area where hazardous chemicals or materials are handled under tightly controlled safety conditions
Hours:	Willingness to work extended and varied hours based on operational requirements After-hours work may be required for short and infrequent periods
Clearance requirements:	Satisfy ANSTO Security and Medical clearance requirements and vaccinations relevant to working with animals

Workplace Health & Safety	
Specific role/s as specified in AG-2362 of the ANSTO WHS Management System	All Workers Other specialised roles identified within the guidelines a position holder may be allocated to in the course of their duties

ORGANISATIONAL CHART

Refer to published Organisational Chart.

KNOWLEDGE, SKILLS AND EXPERIENCE

1. A degree in a science-related area with some experience working in a chemical and/or biological laboratory, OR a diploma in a science-related area with extensive experience working in a chemical and/or biological laboratory.
2. Must have previous animal husbandry experience in a research institute. A diploma in animal/veterinary technology is highly desirable.
3. Intermediate to advanced IT skills and experience, including MS Office systems and other relevant software. Previous experience using ChemAlert and/or SAP would be advantageous.

4. Demonstrated administrative and organisational skills with high attention to detail.
5. Experience in providing effective customer service and training. Strong interpersonal and communication skills with the ability to interact and communicate with a varied and multidisciplinary audience.
6. Demonstrated ability to work as part of a team and seek advice from supervisor and fellow team members and provide advice to colleagues.
7. Demonstrated ability to follow policy, procedures & guidelines and WHS requirements.
8. Proven written communication skills with the ability to create effective documentation and maintain accurate records.
9. Self-motivation with the ability to work as part of a team and/or autonomously.

VERIFICATION

This section verifies that the line manager and appropriate senior manager/executive confirm that this is a true and accurate reflection of the position.

Line Manager		Delegated Authority	
Name:	Helen Brand	Name:	Danielle Martin
Title:	Acting Science Operations Manager	Title:	Acting Senior Principal Scientist
Signature:	As per email on file	Signature:	As per email on file
Date:	07/04/2024	Date:	07/04/2024

Appendix 1

ANSTO Job Families
Accounting & Finance
Administration
Communications & Marketing
Compliance & Regulation
Engineering and Technical
Human Resources
ICT & Digital Solutions
Information & Knowledge Management
Legal
Manufacturing
Monitoring & Audit
Operations
Organisational Leadership
Project & Program
Research
Science
Security & Intelligence
Senior Executive
Service Delivery
Strategic Policy
Trades & Labour