

POSITION DESCRIPTION

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| POSITION TITLE: | Team Leader – Experimental |
| CLASSIFICATION: | STO4 |
| RESPONSIBLE TO: | Manager, Animal Facility |
| LOCATION: | Herston |

POSITION OBJECTIVES

The Experimental Team Leader role is to provide essential support to scientific research across a range of laboratories and research projects within the Queensland Institute of Medical Research Berghofer Animal Facility.

This position manages a team of animal technicians responsible for the care and husbandry of small animals used in research. A critical aspect of this role is to ensure the strict adherence to animal ethics and welfare protocols, ensuring the well-being of the animals and upholding the integrity of the scientific work. This position provides effective leadership and management to the technical staff, fostering a collaborative and productive work environment, and contributing to the facility's objectives. Additionally, this role includes the responsibility of providing necessary training and support to both staff and facility users, ensuring that they are equipped with the requisite skills and knowledge for their roles.

ORGANISATIONAL CONTEXT

QIMR Berghofer is a statutory body under the *Queensland Institute of Medical Research Act (1945)*. QIMR Berghofer Medical Research Institute proudly serves the people of Queensland with better health and wellbeing through impactful medical research. Our collaborative research programs address the foremost health challenges of our time. Our research responds to health challenges arising from social and environmental factors and aims to advance Aboriginal and Torres Strait Islander health equity.

QIMR Berghofer has a vision to lead the way to significant innovation in health outcomes, nationally and globally. We are committed to supporting ground-breaking research discoveries, achieving sustainability and conducting impactful research.

The Institute focuses its research within four key Programs:

- Cancer Research
- Infection & Inflammation
- Brain and Mental Health
- Population Health

Our Professional Services are organised into departments that provide specialist support for the conduct of internationally competitive research programs and projects. These include People and Culture; Business Development; Finance & Administration; Information & Facilities; Corporate Affairs and Fundraising; Scientific Services; Legal; Research Governance and Funding; Corporate Risk, Governance and Compliance and Strategic Planning.

QIMR Berghofer promotes a *Working Better Together* operating model, recognising that whilst the purpose of the Institute is medical research, and the contribution of researchers is key, it cannot be done without the work of our highly-skilled professional staff. It recognises that we are all here to facilitate the same purpose – *Better health and wellbeing through impactful medical research*. *Working Better Together* is underpinned by the shared understanding and application of our values:

- Excellence
- Integrity
- Respect
- Collaboration
- Accountability

REPORTING AND RELATIONSHIPS

This position reports directly to the Animal Facility Manager and is responsible for the supervision of Technicians in their work area.

PRIMARY RESPONSIBILITIES

- Lead a team by effectively managing performance, including communicating expectations, providing regular performance feedback, coaching for improvement, and fostering professional and personal growth.
- Foster positive and productive working relationships within the Animal Facility section, promoting a culture of value-added service, flexibility, multi-skilling, and a proactive "can-do" approach.
- Organize and prioritize your work and the team's tasks to meet deadlines while consistently delivering excellent customer service to stakeholders.
- Ensure the implementation and maintenance of safety policies and procedures by regularly reviewing processes and protocols. Ensure that all employees receive appropriate training to maintain safety standards at all times.
- Manage and control the importation and exportation of live animals and biological samples from domestic and international locations, as well as completing all necessary regulatory documentation.
- Manage quarantine areas and Approve Arrangement sites, ensuring compliance with Australian Biosecurity legislation and OGTR.
- Participate in various internal and external audits, including those conducted by the Animal Ethics Committee, Safety, DAFF (Department of Agriculture, Fishery and Forestry), and OGTR (Office of the Gene Technology Regulator)
- Ensure that all work involving animals in the facility complies with the Australian Code of Practice and follows the recommendations of the QIMR Animal Ethics Committee (AEC).
- Maintain open communication with the Animal Facility Manager and Institute's Veterinarian, following their recommendations and directives regarding issues that arise during the conduct of research or animal management.
- Participate in the ethical review of research projects involving animals.
- Contribute to the training and skill development of technical and research staff, particularly in technical and surgical procedures on animals. Assess competencies and provide expert technical advice to researchers in these procedures.
- Provide guidance to researchers in complying with regulations, guidelines, and internal policies.
- Manage the record keeping system and instruct the researchers and technical staff to effectively utilise the in-house electronic colony data management system
- Ensure all records for ethics and cost recovery are accurately completed and produce regular and specialised reports for AEC and other legislative organisations.
- Assist Animal Welfare Officer (AWO) with larger, regulatory required training workshops

- Perform all duties of direct reports and operational staff when required.
- Monitor work practices within the work area to ensure compliance with the requirements of the Work Health and Safety Act, related legislative requirements and the Institute's Work Health & Safety (WH&S) policies and procedures.

Additional Information:

- This role is required to participate in public holiday and weekend roster duties.
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KEY SELECTION CRITERIA

- A tertiary degree in animal science (Animal Technology Diploma) or equivalent relevant experience
- High level of organisational skills, problem-solving skills and demonstrated ability to manage work within a service facility and oversee technical teams
- A demonstrable understanding of the Queensland Animal Care and Protection Act, and the Australian Code for the Care and Use of Animals for Scientific Purposes and how these are applied in a research setting
- Demonstrated understanding working within a compliance framework. Including regulatory and environmental processes, biocontainment, and Animal Ethics Committees
- Proven experience in laboratory animal care in a scientific research environment
- Proven and demonstrated abilities in animal handling techniques as well as substantial expertise and demonstrated ability with animal injections, sample collection and euthanasia techniques
- Proven ability to keep and maintain accurate records with high level of accuracy
- Capacity to meet deadlines and to follow tasks through to completion

Desirable

- Experience in the development and delivery of training and/or Certificate IV in Workplace Training and Assessment
 - Experience in laboratory techniques with sample preparation and analysis
 - Sound computer knowledge
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QIMR Berghofer also offers:

- Salary Packaging
- State-of-the-art facilities
- Stimulating work setting focussed on cutting-edge medical research
- Supportive/collaborative team environment
- Parental leave provisions