

UNIVERSITY OF OTAGO  
Ōtākou Whakaihu Waka

**JOB DESCRIPTION**

<b>ROLE TITLE:</b>	<b>Assistant Animal Care Technician – Weekend Staff</b>
<b>DEPARTMENT:</b>	<b>CARA</b>
<b>SCHOOL / DIVISION:</b>	<b>Faculty of Medicine - Christchurch</b>
<b>REPORTS TO:</b>	<b>Leading Technologist</b>
<b>DIRECT REPORTS (FTE):</b>	<b>Nil</b>
<b>INDIRECT REPORTS (FTE)</b>	<b>Nil</b>

**1. PRIMARY PURPOSE OF THE ROLE:**

- Provide a range of animal care support services to ensure the wellbeing of animals and that researcher objectives are met.
- Provide Animal Care and Husbandry to a consistently high standard.
- Liaise with Technicians and Lead Technologists to ensure key tasks within the facilities are completed.

**2. ACCOUNTABILITIES:**

- Demonstrate understanding, and practical application, of clean/dirty barrier processes (note: dependent upon area of work a full showering regime and changes of clothes may be required).
- Implement and follow full infection control procedures.
- Ensure that cage, equipment, and room sanitisation procedures are carried out in a methodical and timely manner.
- Perform health screening tasks (faecal collection, Tape testing and pinworm egg detection, replenishment of Sentinels, culling of old sentinels).
- Provide Animal Care and Husbandry to a consistently high standard.
- Be fully compliant with all waste streams.
- Liaise with Technicians and Lead Technologists to ensure that key tasks within the facilities are completed.
- Will be required to work in any of the research support facility.
- Provide back-up driving/delivery duties when required.
- Perform other duties that are relevant and appropriate to this level of post.

### **3. KEY RELATIONSHIPS:**

#### Internal

Facilities/Operations Manager  
Senior Animal Technologist  
Senior Technical Support Officer  
Lead Technologist  
Animal Care Technicians  
AWO (Animal Welfare Office) Staff  
Property Services Personnel  
Principal Investigators, Research Groups, Students and PhD candidates.  
May include all University staff.

#### External

Service Engineers  
Ministry of Primary Industries personnel. May also include other Government departments, institutions, agencies, senior officials, or executives.

### **4. QUALIFICATIONS & EXPERIENCE:**

#### Essential

- An interest in caring for and working with animals is essential.
- Must have good computer skills.

#### Preferred

- Experience of working in Animal Sciences, Veterinary Clinics, or any form of Animal Care
- Vet Nursing or any Animal Technology Qualifications
- Full Drivers licence.
- Well-developed relationship and communications skills.
- Must have good computer skills.
- Ability to produce clear and concise records is essential.

### **5. TECHNICAL SKILLS & KNOWLEDGE:**

#### Essential

- An interest in caring for and working with animals is essential.
- Must have good computer skills.

#### Preferred

- Experience of working in Animal Sciences, Veterinary Clinics, or any form of Animal Care
- Vet Nursing or any Animal Technology Qualifications
- Full Drivers licence.
- Well-developed relationship and communications skills.
- Must have good computer skills.
- Ability to produce clear and concise records is essential.

### **6. SPECIAL REQUIREMENTS:**

- Must be physically fit as the job is strenuous.
- Must be able to work on a Weekends/Statutory Holidays within an agreed roster.
- Must have a flexible approach.

**7. DIRECT BUDGET ACCOUNTABILITY:**

None

**8. MĀORI STRATEGIC FRAMEWORK**

Act in a manner consistent with the principles and implications, as well as the University's commitment to the Treaty as articulated in the Māori Strategic Framework.

**9. PACIFIC STRATEGIC FRAMEWORK:**

Act in a manner consistent with the strategies and goals contained in the University's Pacific Strategic Framework, role-modelling and promoting Pacific values, equity and diversity principles and cultural safety practices.

**10. HEALTH & SAFETY:**

Act and work in a manner compliant with current health and safety at work legislation and University procedures, frameworks and guidelines. Role model safe behaviour and practices, share the responsibility to prevent harm and contribute to a safe campus and work environment, including raising workplace health and safety concerns for self, students, visitors and other staff.

**11. SUSTAINABILITY**

Act in a manner consistent with the University's sustainability commitments; role-modelling sustainable practices, with a particular emphasis on minimising the environmental impact of day-to-day activities.