

UNIVERSITY OF OTAGO
Te Whare Wānanga o Otāgo

JOB DESCRIPTION

ROLE TITLE:	Animal Welfare Officer
DEPARTMENT:	Animal Welfare Office, Health and Safety Compliance
SCHOOL / DIVISION:	Operations Group
REPORTS TO:	Head, Health and Safety Compliance
DIRECT REPORTS (FTE):	3 FTE
INDIRECT REPORTS (FTE)	Nil

1. PRIMARY PURPOSE OF THE ROLE:

This senior management role, the Animal Welfare Officer is responsible for the University of Otago Animal Care Programme, providing welfare and clinical care of all laboratory animals' used in teaching, testing and research activities at the University. The Animal Welfare Officer oversees and provides medical and surgical care for research animals, Principle Investigator consultation, Animal Ethics Committee protocol review and professional training for animal care personnel.

2. ACCOUNTABILITIES:

- Develop, implement and maintain systems for compliance with the Animal Welfare Act University Code of Ethical Conduct, and Association for the Assessment and Accreditation of Laboratory Animal Care (AAALAC) standards across all University campus locations.
- Develop strategic plans for the AWO team to advance the animal welfare management in keeping with the strategic imperatives of the University.
- To develop in consultation with animal users and the AEC, policies, SOPs, and procedures to meet the above.
- Establish auditing and reporting procedures to monitor and measure compliance with the above standards and reporting to senior management.
- Provide expert veterinary advice on the welfare implications associated with the Animal User Protocols (AUPs) for decision-making and ethical approval.
- To provide appropriate veterinary care, support and expertise University wide, including supporting advice for Wellington and Christchurch animal facilities.
- To function as a prescribing veterinarian for the management of ACVM Act 1997 and associated compliance requirements.
- Consult with researchers in the design and writing of grants and AUPs.
- To jointly manage the registered vertebrate laboratory animal facility with the Biological Compliance Officer.
- TO serve as the University's [principle representative during Ministry of Primary Industries, National Animal Ethics Advisory Committee and Ministry of Health audits and inspections of animal facilities and animal related protocol matters.

- To serve as an 'ex-officio' member of the University of Otago AECs.
- To serve as a member of the Institutional Biological Safety Committee with specific responsibility to assess the HSNO Act applications involving animals.
- To provide a training programme to meet compliance requirements.

3. KEY RELATIONSHIPS:

Internal

- DVC Research and Enterprise (dotted reporting line).
- Chairs, AECs.
- Institutional Biological Safety Committee.
- PVCs, Deans and HODs responsible for animal services and use in teaching and research.
- All Principle Investigators involved in the use of animals.
- HTRU.
- Students involved in the use of animals.

External

- Ministry of Primary Industries.
- National Animal Ethics Advisory Committee.

4. QUALIFICATIONS & EXPERIENCE:

Essential

- Qualified Veterinarian (NZ registration).
- Experience with the provision of veterinary services within a research and teaching environment (5+ years).
- Experience in managing a team.
- Excellent understanding and practical application of animal ethics legislation and related standards.

Preferred

- Experience in working in and implementation operational procedures to achieve AAALAC accreditation.
- Specialist qualifications and experience providing veterinary services in a tertiary research institution.
- Auditing qualifications.

6. SPECIAL REQUIREMENTS:

Ability to work on call weekends and public holidays.

7. DIRECT BUDGET ACCOUNTABILITY:

Approximately \$1m.

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. 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.

10. 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.