JOB DESCRIPTION
TELETHON KIDS INSTITUTE

Why is this Job Description being written?	☒ New Position ☐ Replacement Position ☐ Position re-designed ☐ Position not previously described

POSITION DETAILS:	**Position Title:**	**BIORESOURCES COORDINATOR**	
Division:	Bioresources	**Department:**	Research Governance and Platforms
Position reports to: (role)	Bioresources Team Leader		
Location: *include all possible locations*	100 Roberts Road Subiaco / Perth Children's Hospital		

POSITION PURPOSE: In one or two sentences briefly summarise the overall purpose of this role, i.e. broadly, **what** this role does and **why**

This position will be responsible for the overseeing of the Telethon Kids Institute (Telethon Kids) rodent breeding colonies and assisting the Bioresources Team Leader (BTL) in the daily running of the facility.

KEY RESPONSIBILITY AREAS *(Please list in order of importance)*

Key Position Accountabilities What are the main areas for which the position is accountable	**% of Total Role**	**Inputs:** What are the key activities or tasks to be carried out?	**Outputs:** What are the expected end results?	**Measures:** How it is measured

Breeding Management	70	• Oversee Telethon Kids breeding colonies, weaning, animal welfare checks and breeding using aseptic techniques • Animal identification methods approved by Animal Ethics Committee • Liaise with Bioresources Technicians and researchers to determine colony requirements • Oversee Rederivation Program • Manage cost recovery for breeding programs in conjunction with the BTL. • Develop policies and procedures related to Breeding Management in conjunction with BTL.	• Ensuring the optimal levels of animal stocks are maintained for research needs • Animal health and welfare of rodents is at optimal levels • Ensuring researcher animal needs are met • The cost of breeding and/or supplying animals is sustainable • Ensuring facility is operating within the current industry standards	• Achieving outcomes in an organised manner within the allotted time • Feedback from researchers • Healthy animals • 100% compliance of animal monitoring • 100% Costs recovered for animals supplied
Animal Care and Husbandry	10	• Assist in the logging in and unpacking of incoming animals from other institutions • Operate autoclave, cage washer and any other animal facility equipment as required • Assists researchers in procedures occurring throughout the facility • Administers anaesthesia • Using specialise equipment such as centrifuges, isoflurane machines, CO2 chambers. • Comply with Australian Code of Practice and Telethon Kids policies and standard operating procedures • Other duties are assigned by the BTL	• Ensuring the safe operation of the Bioresources facility • Carrying out successful procedures and effectively supports researchers • Ensure compliance to all policies and procedures	• Feedback from staff and researchers • Demonstrable compliance with Australian Code of Practice and Telethon Kids policies and standard operating procedures

Customer Service and Administrative	10	• Liaise with external service providers such as service technicians, animal suppliers, supply partners, etc. • Liaise with all scientists involved in animal research at the facility • Database management- including adding new users, projects, Cohorts and AEC applications • Assisting researchers and Animal Welfare Officer with the reporting of annual animal numbers used	• Communicate with Institute staff and external service providers in a professional manner • Ensuring all facility data is captured on database and is accurate	• High quality customer service • Feedback from staff • Feedback from service providers Database is accurate and kept up to date • All users know how to use the database • Relevance of documentation • Timeliness of documentation
Team membership	10	• Assists the Bioresources Team Leader in the daily running of the facility and back-up as required • Actively contributes to a harmonious team, both from a cultural and work output perspective • Attends staff meetings and training sessions as scheduled. • Assists team members in completing all required tasks	• Participate and contribute to team activities	• Productive and positive team environment

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE:

Qualifications: what are the minimum educational, technical or professional qualifications required to competently perform role	• Bachelor of Science
Skills, Knowledge & Experience:	• Minimum 10 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 • Working knowledge of the Australian code for the care and use of animals for scientific purposes (2013) • 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	
Skills, Knowledge & Experience:	

SCOPE:

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

• No

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

No. of direct reports	None	No. of indirect reports	None

Next level of supervision			Head Research Governance & Platforms		
Immediate level of supervision			Bioresources Team Leader		

Other roles reporting to immediate supervisor	Bioresources Technician	Senior Technical Officer	Bioresources Coordinator	Bioresources Technician	Bioresources Attendant x2	Facilities Support Technician
Direct reports (role x no.)						