#### Trent University LogoEXEMPT JOB DESCRIPTION

**Job Title:** Manager, Animal Care

**Job Number:** X-258 | VIP: 1033

**Band:** EXEMPT- 7

**NOC:** 3213

**Department:** Animal Care

**Supervisor Title:** Senior Director, Research & Innovation

**Last Reviewed:**  June 3, 2022

#### **Job Purpose:**

Reporting to the Senior Director, Research & Innovation, the Manager of Animal Care will be responsible for managing the day-to-day operations of Trent’s Animal Care Facilities, including supervising all Animal Care staff, scheduling, budgets and planning. The Manager also acts as the main contact and decision maker for the animal care and use program at Trent ensuring various parts of the program are using best practice as both compliance and Trent needs evolve.

#### Key Activities:

**Management:**

1. Responsible for managing all staff within the Animal Care facility, including the Animal Care Technicians (ACTs), Animal Care Assistants (ACAs) and volunteers.
2. Hiring and training of staff, including advising and teaching the ACTs, ACAs, and volunteers with respect to their tasks and responsibilities.
3. Responsible for completing staff performance appraisals, manages performance and attendance issues and takes disciplinary actions when required.
4. Responsible for scheduling staff to ensure adequate coverage.
5. Responsible for implementing and record keeping of government mandated theoretical animal user training online course.
6. Designated authority for access to Animal Care facilities.
7. Indirect responsibility for managing and student and faculty work within Trent animal care facilities.
8. Responsible for forming an experiential learning opportunity for the pre-med and pre-vet clubs on campus, supervising participants.
9. Coaches other work groups within the animal care facilities to ensure best practice and a healthy workplace culture are maintained among stakeholders and users (e.g., students, faculty, contractors).
10. In the absence of the Manager, Animal Care, assumes responsibility for proper running of the Animal Care facility.

**Budget, Planning & Financial:**

1. Responsible for managing the budget, planning and financial operations of the Animal Care program and facilities.
2. Develops statistics to assist with budget preparation. E.g., Provide equipment and infrastructure maintenance cost records as well as anticipate on going costs.
3. Set cost recovery fees for consumables and work associated with animal husbandry and invoices such to end users.
4. Responsible for cost recovery of research consumables secured for animal users under vendor accounts only accessible by Animal Care (e.g., controlled drugs, veterinary medicine, feed, animals).
5. Responsible for maintaining records for cost recovery charges and for other chargeable items and services provided by Animal Care to third party research contracts.
6. Responsible for finding, negotiating, and maintaining research contracts with external commercial research in order to indirectly fund cost recovery for the department.

**Animal Care Operations:**

1. Responsible for ensuring Animal Care services are provided and remains on call seven days per week, 365 days per year. Arranges for alternative on call support when unavailable.
2. Ensures adequate staff coverage for the operations of the Animal Care facilities.
3. Ensures adequate consumable supplies are available for animal husbandry (e.g., feed, bedding, medications). Husbandry concerns all welfare and life support care and breeding of animals.
4. Works co-operatively with the consulting Veterinarian on matters of animal health, controlled drug purchases, medical or experimental treatments and procedures.
5. Determines facility and equipment maintenance needs to and coordinating facility maintenance projects with Facilities where required.
6. Repairs Animal Care equipment and designs specialized items such as cages, etc. Stays up to date on new developments in the field and adjusts techniques and procedures in accordance with improved methods and equipment.

**Compliance & Responsible Conduct**:

1. Responsible for program transparency and public outreach as required by external authorities and best practice.
2. Ensures that operating procedures and standards of animal husbandry, experimental procedures, health, etc. are in accordance with those set by the Canadian Council on Animal Care, the Animals for Research Act, and the Trent University Animal Care Committee.
3. Maintains records of animals being raised and used and enforces regulations as outlined in the “Animals for Research Act” of the Ministry of Agriculture and Food, paying specific attention to the prevention of pain, provision of post-operative care and the nature of experimental procedures.
4. Designs and implements required training programs. Such programs must meet minimums required by external authorities as well as Trent needs for Animal Care Committee members, faculty, and students associated with the program.
5. Facilitate performance of all internal, Provincial, and Federal inspections required of the program and infrastructure to maintain licenses required for the operation as well as provide action on any inspection results within the required timelines.
6. Inspects facility operations and schedules equipment maintenance such as the anesthetic units, autoclave, and biological safety cabinets according to industry standards.

**Leadership:**

1. Provides liaison with the Office of Research with respect to approved and ongoing protocols.
2. Provides liaison between facilities at other institutions for animal and equipment transfers in joint studies.
3. Works with Animal Care Staff, animal users, and the Veterinarian to develop Standard Operating Procedures (SOP) for all Animal Care activities.
4. Sits as a voting member on the Trent Animal Care Committee, Science Safety Advisory Committee, and Trent Biosafety Committee.
5. Maintains animal science outreach and education programming including live presentations and develop media content for the department on sensitive subject matter.
6. Acts as a main contact with Facilities for life support systems for animals on site at Trent. Advises on whether repair requests are time sensitive or compliance concerns as well as arrange for alternative life support during planned and emergency shutdowns of said systems.

**Customer Service:**

1. Provides service and advice to faculty, students, and the public on a wide variety of animal related topics, including advice on practical aspects of proposed research projects involving animals, and best practice with non-research and teaching events involving live animals.
2. Demonstrates to faculty, students, and research assistants the proper care and handling of animals.
3. Provides advice to animal users regarding project design, protocol submission and, in consultation with the ACC Chair, on implementation of protocols.
4. Maintains support for teaching and research occurring within animal care facilities including training, sourcing equipment and consumables, troubleshooting equipment or live animal challenges.

#### Education Required:

* Honours University Degree (4 years) in Science.
* Registration as an Animal Health Technician/Technologist or Veterinary Technician/Technologist.
* Masters level certification laboratory animal science preferred.

#### Experience/Qualifications Required:

1. A minimum of five years’ experience in live animal care (research setting preferred), three of which demonstrate progressive supervisory responsibility for developing and managing animal care staff.
2. Experience managing facilities.
3. Experience working with animal care technologies, including anesthesia systems, high density caging, and aquaculture equipment, preferably in a post-secondary environment. Ability to coach staff and clients effectively in the use of technologies.
4. Demonstrated experience with human resources management in a unionized workplace, including hiring, scheduling, dispute resolution, discipline, and assessment.
5. Demonstrated experience with program and policy development.
6. Experience and knowledge of change management principles, methodologies, and tools.
7. Familiarity with project management approaches, tools, and phases of the project lifecycle.
8. Evidence of commitment to process improvement.

**Job Evaluation Factors:**

**Responsibility for the Work of Others**

Direct Responsibility for the Work of Others:

* Animal Care Technicians (2)
* Animal Care Assistants (2)
* Volunteers (4)

Indirect Responsibility for the Work of Others:

* Undergraduate and graduate students
* Research Assistants
* Faculty

**Communication**

Internal:

* Animal Care Committee
* Various stakeholders: co-ordinate use of supplies and equipment, work schedules, and facilities needs; to consult on animal husbandry and humane research methods. This may be between Animal Care personnel and a lab, or even between labs.
* Bridge faculty and students concerning challenges in the live animal work performed. Faculty may require input on how a student is doing. Students may require an advocate for more support from relevant faculty. As the Manager on site, I am regularly called upon to facilitate their working relationship.
* Animal Care Technician and Animal Care Assistant to train, assign, delegate, and evaluate work duties.
* Consulting Veterinarian regarding animal care and animal welfare issues and facility concerns
* Facilities with respect to central services maintenance needs
* Coordinator, Research Conduct and Reporting to coordinate on animal care protocol submissions, update database
* Communications concerning animal science news related to Trent, consulting on media events.

External:

* Animal Care staff of other institutions for purposes of determining best practices in animal care, related work trends, and to co-ordinate animal and equipment transfers between facilities
* Provincial Veterinarian (Ministry of Agriculture and Food)
* Canadian Council on Animal Care (CCAC) representatives and site visit panels.
* Canadian Association for Lab Animal Science (CALAS) and other relevant associations (e.g., LAWTE, CAEC) for determining best practices in animal care
* Commercial Suppliers
* Third party research companies operating within Trent Animal Care
* Student and Trent College extracurricular activities and public outreach events
* Maintains the departmental social media accounts

**Motor/ Sensory Skills**

* Fine: Animal handling, technical procedures such as minor surgery, necropsy, and serology, assembling, disassembling or cleaning of specialized and delicate equipment.
* Gross: Using the automated cage washer, washing equipment by hand, setting up caging, and using the dumping station.
* All senses are used for assessing animal health and evaluating work

**Effort**

Mental:

* Sustained attention is required when handling animals and cleaning cages, report writing, database maintenance for the Animal Care Committee
* Sustained attention to prevent cross-contamination between clean and dirty work areas
* Creativity and attention to detail for technical procedures and standard operating procedure development.

Physical:

* Moving and lifting feedbags, bedding, and both heavy and light equipment
* Repetitive movement while washing equipment and changing animal cages
* Extended periods of standing while washing equipment

**Working Conditions**

Physical:

* Odors, dust, and animal waste are commonly dealt with.
* It is necessary to wear various items of personal protective equipment for extended periods (e.g., filter face masks, gloves, dedicated footwear).

Psychological:

* Multiple priorities and expectations from various outside and internal parties with regular inspections performed
* As the only position classified as essential, the incumbent is required on site during stressful situations, e.g., major floods, COVID
* Negotiation with users. An example would be to ensure the best animal care practices are used in research even when it may be inconvenient or costly for the researcher.
* The secure facility is isolated by design with no windows and long periods of no contact with other personnel.
* Receives and coordinates all departmental communications, often with short response times required
* The physical work is demanding and repetitive

**Analytical Reasoning**

* Animal care operation employs several people and serves multiple researchers per year. Requires management and co-ordination of staff and resources so that all active protocols can be accommodated within the unit’s operations which are continual (365 days/year).
* Track unit’s operating accounts to ensure costs remain under control.
* Manage cost-recovery operations to ensure correct and timely billing.
* Make annual budgeting recommendations to the Director, Research and Innovation.
* Calculate drug dosages for individual animals.

**Decision Making**

* In addition to meeting standards set by labour law and the University-OPSEU contract, the Manager must satisfy the requirements and expectations of the provincial OMAFRA inspector, the federal CCAC and CFIA, and the local ACC. These external government expectations exist as written documents (Animals for Research Act, animal care protocols, CCAC and ACC guidelines and policies) that must continually be interpreted by the Manager. This requires considerable insight into the rationales underlying the policies and ingenuity and diplomacy to develop workable solutions to day-to-day challenges.
* Determines and enacts appropriate responses to various compliance concerns that occur with live animal work, responses range from education to suspension of research projects
* Determines and enacts appropriate responses to unforeseen health emergencies, in collaboration with the vet and principal investigator.
  + As the person on site with the live animals, the manager must regularly make independent decisions or judgement concerning animal welfare or project integrity when other stakeholders are unavailable to consult with. Treatment may range from previously prescribed solutions to immediate euthanasia of animals in an emergency.

**Impact**

* Students and faculty rely on the unit to supply the resources and support they need for their animal-based research. This includes allocation of staff resources, budgetary resources and of space and facilities. As research is a central part of the university’s mission, proper management of these resources contributes significantly to timely student program completion and to grant success for investigators.
* The position also carries responsibility for ensuring that animal care standards meet federal, provincial, and local standards. Proper maintenance of these standards helps ensure that the university maintains its Tri-Council research funding and license to operate an animal care facility without which no federally funded research would be possible across all Trent disciplines.
* The position controls and manages the unit’s operating budget which provides staff salaries and covers costs of operation including equipment and supplies purchases and cost recoveries. Staffing and purchasing decisions made by the Manager determine whether the unit operates within its budget.
* The position provides budgeting advice to the Director, Research and Innovation based on knowledge of normal operating costs, developing needs in the unit (e.g. for replacement of major items of equipment), and trends in the sector. Accurate advice in these areas allows the unit to adapt to future needs and to maintain standards or care and service delivery.
* Manages risk to prevent negative animal health and welfare reputation at Trent. If such an event should occur, assists Communications with appropriate details for general communications and coordinates required communication of welfare incidents to relevant authorities (e.g. Trent has 14 days to communicate major animal welfare incidents to the CCAC or the institutional certification is put on probation).