### NOTES
- Forms must be downloaded from the UCT website: [http://forms.uct.ac.za/forms.htm](http://forms.uct.ac.za/forms.htm)
- This form serves as a template for the writing of position descriptions.
- A copy of this form is kept by the line manager and the position holder.

### POSITION DETAILS

<table>
<thead>
<tr>
<th><strong>Position title</strong></th>
<th>Pre-clinical Pharmacology Animal Facility Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Job title (HR Practitioner to provide)</strong></td>
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<tr>
<td><strong>Position grade (if known)</strong></td>
<td>Pay class 9</td>
</tr>
<tr>
<td><strong>Academic faculty / PASS department</strong></td>
<td>Faculty of Health Sciences</td>
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<tr>
<td><strong>Academic department / PASS unit</strong></td>
<td>Line Management: UCT Research Animal Facility (Core)</td>
</tr>
<tr>
<td><strong>Division / section</strong></td>
<td>Pre-clinical Pharmacology Drug Discovery and Development Centre (H3D)</td>
</tr>
<tr>
<td><strong>Date of compilation</strong></td>
<td>June 2018</td>
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</tbody>
</table>

### ORGANOGRAM

**PURPOSE**

Specifically, this position will support the preclinical PK and PK/PD teams at H3D with animal (rodent) handling, dosing and sampling procedures, under logistical and scientific supervision from the Principal Scientific Officers (dotted line). The incumbent will also take responsibility for facility lab stock maintenance.

The primary line of reporting will be to the UCT RAF Operations and Quality Assurance Manager, the post will be joint reporting (secondary reporting) to the Drug Discovery and Development Centre (H3D) at UCT. The main purpose of this position is to provide scientific, technical and organizational support in the preclinical DMPK and PK/PD operations at H3D as part of an interdisciplinary translational research team discovering and developing innovative, lifesaving medicines.

The incumbent will provide dedicated technical assistance in the Pre-clinical Pharmacology Animal Facility's H3D experimental unit, including performing numerous technical procedures, to report to the line manager on animal care and husbandry, to carry out general facility and equipment monitoring, and the maintenance of biosecurity. The job carries the responsibility to adhere strictly to Standard Operating Procedures (SOPs) to both maintain the highest level of care of the animals in the facility on a daily basis, and to facilitate experimental research for H3D and its collaborators.
<table>
<thead>
<tr>
<th>Key performance areas</th>
<th>% of time spent</th>
<th>Inputs (Responsibilities / activities / processes/ methods used)</th>
<th>Outputs (Expected results)</th>
</tr>
</thead>
</table>
| 1 Para-veterinary clinical procedures     | 55%             | 1. Perform specialised para-veterinary procedures competently on live animals, without assistance or supervision, in a range of species, including but not limited to rodents.  
2. Conducts experiments for the team according to SOP. These include:  
3. Dosing of animals (per os/iv/ip/sc)  
4. Engraftment of NSG mice with prepared human blood  
5. Sampling various matrices at specified intervals  
6. Administration of anesthesia and carrying out euthanasia as required  
7. Some procedures will need to be executed after-hours  
8. Administration of substances medications, scheduled drugs, experimental substances: cutaneous, inhalation, nasal, oral, rectal, vaginal and parenterally; arterial, cardiac, dermal, muscular, peritoneal, venous, subcutaneous.  
9. Procedures include but are not limited to Blood collection (arterial, cardiac, venous); Body fluid collection, Catheterisation (urethral, venous); Clipping (nails and teeth), Surgery (superficial), Suturing, Post-mortem examinations.  
10. Daily inspection of all areas under his/her responsibility, including all animal rooms’ cage change rooms, staff change rooms, corridors, cage wash facility.  
12. Other responsibilities as determined by line management.  
13. Conduct a variety of tasks in the animal facility requiring specific scientific or technical knowledge and laboratory techniques with regular input from supervisor; specifically dosing and sampling procedures to investigate the phamaco-kinetic properties of potential drug candidates in vivo.  
14. Document own experiments in accordance with H3D lab notebook policies  
15. Periodically present results to supervisor and/or drug discovery team  
16. Work collaboratively with all team and lab members and lab-associated students; provide technical assistance and share technical know-how with technical community at H3D and UCT as needed  
17. Assume Para-veterinary on call and/or emergency on call after hours duties when required | • All procedures are performed correctly  
• Tasks get done daily and on time as scheduled  
• Ensuring that optimal standards of animal care, general hygiene and organization are maintained.  
• Technical procedures performed according S.O.P.s as required  
• 3b. Research work is conducted timeously and accurately  
• Procedures performed competently, skilled and accurate.  
• Collection, processing and examination of samples are conducted appropriately to ensure good quality samples and diagnostic conclusions to render high standards of scientific research results that are reliable and trustworthy
### Facility Management (quality assurance management, supervision of unit staff and refinement of animal care standards)

<p>| | |</p>
<table>
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<tbody>
<tr>
<td></td>
<td>30%</td>
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<tr>
<td>1.</td>
<td>Daily observation of animals as per approved guidelines.</td>
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<td>2.</td>
<td>Including after-hours as needed and on weekends/public holidays on a roster basis.</td>
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<tr>
<td>3.</td>
<td>Routine cage changes, feeding and providing water.</td>
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<td>4.</td>
<td>Preparation and sterilisation of food, bedding, cages and other items required.</td>
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<tr>
<td>5.</td>
<td>Recording all autoclave cycles.</td>
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<tr>
<td>6.</td>
<td>Reporting sick animals or animals found dead and removing these animals from the cages.</td>
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<tr>
<td>7.</td>
<td>Checking and recording animal room environmental systems.</td>
</tr>
<tr>
<td>8.</td>
<td>Maintaining a clean and hygienic environment.</td>
</tr>
<tr>
<td>9.</td>
<td>Regular monitoring of the physical environment of the Unit to ensure that infrastructure is maintained at appropriate standards and levels.</td>
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<tr>
<td>10.</td>
<td>Maintain all Unit equipment in operational working order by ensuring regular scheduled servicing / calibration / certification, including biosafety cabinets, laminar flow cabinets, IVC cage systems and air-supply units, microisolator units, safety and other equipment.</td>
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<tr>
<td>11.</td>
<td>Liaise and follow up with UCT Properties &amp; Services to ensure adequate maintenance and repair of all Unit facilities.</td>
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<tr>
<td>12.</td>
<td>Ensure human health and safety in the Unit, including compliance with the Occupational Health &amp; Safety Act and all applicable UCT policies and regulations.</td>
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<td>13.</td>
<td>Ensure all SOP's relating to the Unit are current and strictly implemented.</td>
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<td>14.</td>
<td>Ensure that all Unit Staff / visitors are supplied with the required personal protective equipment and understand how to use it. Ensure regular PPE inspections are carried out and that issued or damaged PPE is documented.</td>
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<tr>
<td>15.</td>
<td>Line-manage Unit staff as required.</td>
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<tr>
<td>16.</td>
<td>Line-manage staff in relation to leave, attendance, grievances, disciplinary matters and conflict resolution.</td>
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<tr>
<td>17.</td>
<td>Perform HR-related administration for line-managed staff, including new temporary or permanent appointments.</td>
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<tr>
<td>18.</td>
<td>Conduct performance evaluation with line-managed staff, set and review annual work objectives, provide constructive feedback at regular intervals, implement performance management if needed.</td>
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</tbody>
</table>

- Ensuring that animals are in healthy condition daily.
- Cleaning of cages to ensure optimal hygiene and providing food and water.
- Ensuring that items required in the unit is prepared timeously.
- Monitoring the sterility of all items autoclaved.
- Promptly reporting animals found dead or sick and completing reports.
- Checking and recording physical environmental factors daily.
- Carrying out assigned daily, weekly and monthly cleaning tasks as per SOP.
- Compliance with South African National Standards for the care & use of animals for scientific purposes.
- Compliance with UCT policies.
- Compliance with legislation for veterinary & para-veterinary professions.
- Limits institutional risk to UCT.
- High-standard facilities enable high quality science and welfare.
- Manage infrastructure adequate to maintain quality. Human health and safety secured.
- HR matters are handled efficiently.
- Staff performance meets objectives; when not met, staff are supported appropriately.
- Provide assistance in design of follow-on experiments, recommend use of alternative technologies or experimental protocols as needed.
- Conduct experiments and organize data and seek regular input from supervisor as needed.
- Demonstrate a clear understanding of how own experiments fit into overall project goals and organize day-to-day work accordingly.
- Interaction with others in a positive, collaborative manner and help resolve conflicts in a constructive manner; encourage others to do the same.
- Proactively share technical expertise and ideas for improvements with other members of the team/laboratory and contribute ideas to problem-solving on an ongoing basis; encourage other technical staff to do the same.
- Support H3D mission and leadership decisions and prioritize own tasks in support of these decisions and towards accomplishing research goals.
19. Address concerns and issues with data generation as they arise and assist with trouble-shooting if issues are identified.
20. Proactively identify areas of improvement in the laboratory and raise these with team.
21. Manage lab equipment, including the maintenance, calibration and validation of laboratory equipment at H3D and, where applicable, at UCT.
22. Demonstrate ability to apply technical knowledge to complete work assignments and an understanding of modern techniques, instrumentation and underlying principles in animal handling and sampling facilities.
23. Help academic labs at UCT use drug discovery-related technologies and equipment where appropriate.
24. Perform duties with appropriate knowledge of relevant laboratory tools and procedures.
25. Propose ideas for and implement H3D-wide technology or research operations projects.
26. Demonstrate a working knowledge of relevant research policies, guidelines and procedures; assist in the preparation of SOPs for H3D, where appropriate; complete compliance training as required.
27. Operate and perform routine maintenance on instruments at H3D (and UCT as needed); identify and report unsafe equipment, conditions and practices so that they may be corrected prior to an incident.

| Administrative and regulatory assistance | 10% | 1. Assisting with Animal Ethics Committee submissions/applications and amendments.  
2. Handling weekly report to FHS AEC.  
3. Executing required recommendations from Senate inspecting Veterinarian.  
4. Keeping and updating of all animal and drug records as required. | a. Ensuring documents are accurate and complete  
b. Ensuring submissions are technically correct  
c. Ensuring forms are correct and submitted timeously to AEC  
d. Ensures that any legal requirements are met regarding facility and animal welfare  
e. Recording all activities and keeping records up to date. |
| Animal receiving and animal transport | 5% | 1. Preparation of transport boxes and food for animals to be transported.  
2. Assisting with intake of animals.  
3. Other tasks as determined by Line Manager. | Preparing transport boxes and food to specification.  
Assisting with transport and checking the condition of animals, transport containers and documentation upon arrival. |
## Minimum Requirements

### Minimum Qualifications
Grade 12
A qualification as a Laboratory Animal Technologist/Veterinary Nurse/Veterinary Technologist. The applicant must be registered with the South African Veterinary Council.
Some after-hours work will be required.

### Minimum Experience (Type and Years)
At least 3 years' Para-veterinary experience working in an animal research environment or other relevant clinical environment

### Skills
- Teamwork.
- Problem solving.
- Initiative and enterprise. Demonstrated ability to work independently with minimal supervision.
- Planning and organizing.
- Self-management, excellent attention to detail and strong work ethic.
- Computer literacy: Microsoft outlook, word and excel.
- Excellent oral and written skills.
- Driver's license will be advantageous.

### Knowledge
- Knowledge of the ethical principles for the use of animals in scientific research and teaching.
- Knowledge of laboratory animal husbandry, welfare-monitoring, care and treatment

### Professional Registration or License Requirements
Registered with the South African Veterinary Council.

### Other Requirements
- N/A

### Competencies
(Refer to UCT Competency Framework)

<table>
<thead>
<tr>
<th>Competence</th>
<th>Level</th>
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<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Interpersonal skills</td>
<td>3</td>
<td>Client/student service and support</td>
<td>2</td>
</tr>
<tr>
<td>Communication skills</td>
<td>2</td>
<td>Professional knowledge and skills</td>
<td>3</td>
</tr>
<tr>
<td>Planning and organization</td>
<td>2</td>
<td>Safety awareness</td>
<td>2</td>
</tr>
<tr>
<td>Commitment to quality management</td>
<td>3</td>
<td>Assumes responsibility and accountability</td>
<td>2</td>
</tr>
</tbody>
</table>

### Scope of Responsibility

#### Functions Responsible For
Clinical and para-clinical processes, compliance to UCT and National legislation and guidelines for the care of animals used for scientific purposes.
Maintenance and support of quality assurance systems within a research animal facility environment.
Supervision and training of research animal facility staff.

#### Amount and Kind of Supervision Received
- Primary reporting (line): UCT RAF Operations and Quality Assurance Manager
- Secondary reporting: H3D

#### Amount and Kind of Supervision Exercised
Supervision of animal unit staff

#### Decisions Which Can Be Made
As per SAVC Registered Para-veterinary Professional scope of practice.

#### Decisions Which Must Be Referred
Any tasks or decisions outside of above scope of practice.

### Contacts and Relationships

#### Internal to UCT
- UCT RAF, H3D researchers and scientists, FHS Animal Ethics Committee

#### External to UCT
- South African Veterinary Council, South African Association for Laboratory Animal Science, other relevant Para-veterinary Association, NSPCA, DAFF