**UNIVERSITY OF VICTORIA**

**CUPE LOCAL 951 POSITION DESCRIPTION**

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<tr>
<th>JOB: Secretary/ PB9</th>
<th>TITLE: Animal Ethics Liaison</th>
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<tr>
<td>DEPARTMENT: Office of Research Services</td>
<td>POSITION NO: 997474</td>
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<tr>
<td>SUPERVISOR: Veterinary Director</td>
<td>LAST UPDATED: 2011</td>
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**SUMMARY:**

Within the Office of Research Services, Animal Care Services (ACS) supports students, researchers and society by providing excellence in care to all species of animals involved in research and teaching at the University of Victoria.

We build on the strength and diversity of our staff and stakeholders to optimize our ability to support research and teaching with animals following ethical and standard-of-care principles.

Our commitments include public and internal accountability, employing our core strengths to benefit our internal and external communities, promoting environments for work and study that are safe, supportive, inclusive and healthy and that foster mutual respect and civility, and recognizing that people are our primary strength.

Recognizing the inherent sensitivities around research with animals, all ACS team members are expected to uphold the highest standards as they relate to ethical research and confidentiality. As the first contact for the ACS department, this position represents the department and demonstrates a high standard of professionalism at all times as a reflection of our overall mission.

All researchers working with animals are required to receive approval through the Animal Care Committee (ACC). Working under the Canadian Council on Animal Care’s (CCAC) guidelines, ACS provides housing facilities and services for animals, including veterinary and diagnostic services as well as training and expertise in laboratory animal medicine. The team includes Animal Health Technicians (AHTs), Registered Laboratory Animal Technicians (RLATs), and Animal Care Assistants (ACAs) working together in the delivery of animal care services.

Reporting to the Veterinary Director, the Animal Ethics Liaison (AEL) provides administrative support to the Animal Care Committee (ACC) and Veterinary Director, the wider UVic research community, as well as the Animal Health Technician (AHT) and Animal Husbandry Coordinators.

The AEL works closely with the Chair of the ACC and the Veterinary Director to ensure that ACC activities are well managed and that ACC decisions and activities are administered and documented. This position is also responsible for the recording and documenting of all Canadian Council on Animal Care (CCAC) requirements at UVic, generating and submitting annual and interim CCAC reports, and for coordinating and providing administrative support for the CCAC assessments that occur at least every 3 years.

The AEL provides timely service to the wider UVic research community with respect to resource queries for animal care ethical issues and assists with the management of the Animal Use Protocol (AUP) application process, facility access and training, and provides assistance and reminders to investigators, instructors and ACC members.

The AEL provides administrative support to the Veterinary Director and Coordinators of ACS. This includes being responsible for calculating and issuing the monthly billing of researchers’ per diem charges, developing efficient processes to meet changing client and operational demands, and providing assistance on special projects as required. Further, the AEL provides administrative support for various working groups, project groups, and committees associated with operational and regulatory tasks.
The AEL manages, maintains and promotes the use of Sharepoint, is responsible for regularly updating the animal research ethics websites for the Animal Care Committee and Animal Care Services to ensure all guidelines, policies, procedures, forms, and training plans are current and available.

While not a hands-on role working with either aquatic or mammalian animals, the AEL has frequent contact to areas where animal dander may be present, and therefore is required to maintain no known allergies to rodents or rabbits.

## MAJOR RESPONSIBILITIES AND DUTIES:

### 1. Responsibility: Supports the Animal Use Protocol (AUP) application process 45%

**Duties:**

- Advises and assists faculty and graduate students in all aspects of the application process to facilitate approval from the Animal Care Committee (from receipt of application to final approval). Receives and processes all applications to use animals from Faculty and outside agencies (approx. 100 per year).
- Composes review notices to applicants (faculty) following the ACC meetings and informs them of approval, rejection, or the necessary revisions for approval.
- Edits and proofreads notices and applications, and responses for completeness and that correct revisions have been made.
- Tracks AUP revisions and ensures compliance with the amendments requested by the ACC. Reviews the revised AUPs with the Chair and Veterinary Director, and submits to ACC for approval. Follows-up as necessary if revisions do not meet stipulated requirements.
- Maintains a database of all approved applications to ensure up-to-date information is available on a daily basis.
- Informs faculty members in advance when they are required to submit a continuation or new application due to their current AUP expiring. Follows-up as necessary if applications are not received on time.
- Informs ACS personnel in advance when annual Protocol Review is required for upcoming AUP renewals.
- Keeps the ACC Chair apprised of any business that may arise regarding the process of applications to the ACC.
- Answers general or specific inquiries regarding the ACC processes from faculty, general public and off campus agencies. Directs inquiries to alternative resources when necessary.
- Keeps informed of any changes in policy guidelines (eg. CCAC general standards and guidelines) so that information is current when responding to inquiries and reviewing AUPs.
- Keeps pertinent information on hand for distribution to applicants. Directs applicants to the ACC website on a regular basis to access any documentation regarding the process of application to the ACC.
- Drafts and posts the monthly ACC newsletter to the website to help keep animal users informed.
- Develops and enhances AUP application and other related forms with increased functionality as required. Ensures the most current documents are posted on the website as well as any other information which falls under the responsibility of the ACC.
- Communicates with stakeholders to ensure all parties are apprised of changes or updates in policies and processes.

### 2. Responsibility: Administrative support for Animal Care Services 30%

**Duties:**

- Manages Veterinary Director’s meeting calendar, by scheduling and confirming meetings and travel, and responding to requests for meetings from a wide range of individuals in the University community and/or representatives from off-campus agencies. This may include research of events, compilation of document packages with background information, and briefing notes pertaining to subject of meeting.
- Works closely with the Veterinary Director and ACS Coordinators to to support the proactive management of the standard operating procedure (SOP) database and documents ensuring that documents are scheduled for revision,
formatted correctly, approved by the ACC, and uploaded to the ACS website.

- Coordinates meetings and events, books conference rooms/facilities and equipment, catering, disseminates materials, etc.
- Word processing including memos, letters, and presentation information including check-lists, forms, and surveys using a variety of software platforms.
- Supports the development and maintenance of annual and 5-year budget plans, including equipment purchases, operational expenses and quarterly/annual report preparation for internal and external stakeholders and partners.
- Supports the accurate maintenance of the department’s FAST accounts by preparing and executing journal entries as directed.
- On a monthly basis, compiles animal care and aquatic billing information and creates invoices for all ACS charges. Distributes the invoices to the account holders for approval; tracks, and follows up on approval of the invoices when necessary. Once approved, creates and submits journal entries to Accounting Services via FAST.
- Receives and processes animal orders from faculty and students ensuring an appropriate AUP is in place prior to ordering, and working closely with the ACS Coordinators to ensure adequate housing space is available.
- Schedules departmental appointments via Outlook calendar, confirms meetings and responds to requests for meetings from a wide range of individuals in the University community and/or representatives from off-campus agencies. This may include research of events, compilation of document packages with background information, and briefing notes pertaining to subject of meeting.
- Coordinates with Campus Security to provide after-hours access codes to those individuals requiring them, and maintains a current database.
- Coordinates and engages in oral presentations to educate and familiarize all researchers to the ACS team.
- Supports the training process using internal procedures for staff and researchers, and providing hands-on training using administrative tools.
- Organizes, screens and responds (as directed) to telephone calls and email communication.
- Attends meetings and takes minutes for intra- and extra-departmental committees.
- Develops and maintains administrative systems (e.g. shared drives, SharePoint, filing systems) to support the departmental mission.
- Maintains the Animal Care Research Ethics web pages and various online forms and links via Cascade.
- Updates and edits departmental literature for electronic and print publication.
- Provides assistance on special projects as required.
- Liaises with intra- and extra-departmental administration teams to coordinate activities for event participants.

3. Responsibility: Administration of ACC meetings and various subcommittees 15%

Duties:
- Organizes all aspects of the monthly adjudication packages and uploads to Sharepoint for committee members for review prior to the meetings.
- Keeps track of outstanding items that need to be brought forward and composes meeting agendas for review by the Committee Chair.
- Organizes all aspects of Subcommittee meetings. This includes distributing relevant information to members, tracking and collecting Committee responses for Chair approval, and relaying to the applicant, if applicable, the Subcommittee’s decision.
- Organizes all elements of meetings, including reserving meeting rooms, catering, audio visual equipment, etc. Creates the meeting schedule for the year and keeps members apprised of any changes.
- Records and composes detailed minutes of meetings for Chair approval as required by the CCAC.
- Schedules bimonthly facility inspection tours and maintains tour reports. Follows-up as necessary to ensure reporting
Tracks Committee members’ term appointments, and works with the Associate Vice President Research Operations (AVPRO) to ensure the Committee maintains an adequate representation within each of the required categories. Creates and updates a Committee membership list for distribution.

Maintains the membership orientation material and meets with new members to discuss and present overview of Sharepoint.

Coordinates and administers interim committees, peer reviews, and per diem assessments.

Works with OSHE to ensure appropriate licenses/permits are in place.

**4. Responsibility: Administration of CCAC regulatory reporting and requirements 10%**

**Duties:**
- Coordinates the flow of all transactions and records the information in a database to ensure that all relevant regulatory information can be tracked with the Office of Research Services, including the internal peer review process.
- Accurately compiles data for regulatory reporting to meet internal and external deadlines.
- Creates, maintains, revise, track use of, and report on the online researcher training tutorials for the Animal Care Unit and Aquatic Unit.
- Investigates and learns new resources (such as “CourseSpaces”) for delivery of training and information to staff and researchers.
- Contributes to the development and implementation of policy and procedures for conducting research or teaching involving animals.
- Assists in all aspects of the coordination of and preparation for the CCAC’s on-site assessment of the animal care and use program.

**REQUIRED QUALIFICATIONS:**

**Skills:**
- Superior organizational skills including attention to detail and ability to manage multiple competing priorities and deadlines.
- Superior communication, time management and follow-through skills.
- Exceptional administrative skills, strong writing and editing skills.
- Ability to work independently with limited supervision and resolve tasks and/or problems by exercising judgement and innovation, and employing critical thinking and/or analysis.
- Ability to effectively perform in a team environment, either in a leadership or individual contributor role.
- Discretion, discernment, and confidentiality.
- Ability to manage electronic and hard copy record management systems.

**Specialized Knowledge/Education:**
- Proficiency with information/communication technologies (web searches/email/word processing/spreadsheets/databases)
- Proficiency with the creation/editing of dynamic Adobe Acrobat fillable forms

**Experience:**
- Experience conveying policy and procedures information
- 4 years of experience in office administration, including application of specialized knowledge (listed above)

The following may be given preference:
- Experience working in a research environment involving regulatory standards/guidelines and/or,
- Undergraduate degree in related field (e.g. Applied or Social Science)
- Knowledge of the standards, guidelines and policy statements within the Canadian Council on Animal Care, the regulatory oversight body for the ethical use and care of animals in research, teaching and testing in Canada.
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