

Canberra Institute of Technology Position Description

POSITION NUMBER:	P71985
CLASSIFICATION:	TECHNICAL OFFICER LEVEL 1/2
POSITION TITLE:	Technical Officer - Animal
DIVISION:	Education Futures and Students
COLLEGE/BRANCH:	Health, Community and Science
SECTION:	Science
SUB SECTION/COST CODE:	1677
IMMEDIATE SUPERVISOR:	Head of Department – P51875

ABOUT US

Canberra Institute of Technology (CIT) is a dynamic, modern, and diverse vocational education and training (VET) institute of learning - and plays a major role in the development of the ACT's future workforce and building its skill base. As the ACT's public provider of VET, we are the cornerstone of the local skills and training system and deeply embedded in our community. The critical role we play in the Canberra economy and society is demonstrated by the significant influence of our graduates and educators. Our alumni embody excellence and proficiency in their respective vocations.

At our core, we strive for inclusion, providing equal access to education and training and enabling anyone to pursue their learning and career goals. We are dedicated to supporting social inclusion, offering all who walk through our doors a sense of place and belonging, and the confidence to participate in the workforce.

Our strategic ambition is outlined in our [CIT Strategy 2025-2035: Skilling for the future equipping you for life](#). This strategy sets four objectives to guide our actions towards achieving our vision to be *renowned for our inclusive and dynamic approach to teaching and learning that meets the needs of students, industry and the community*. These strategic objectives are:

- Our training meets the skills needs of today, tomorrow and beyond.
- Our teaching and learning is leading edge and enhances student outcomes.
- Our people are equipped to achieve our strategy.
- Our foundations support the delivery of our strategy and enable future growth.

OUR PEOPLE

CIT cultivates its workforce to create an environment where our people thrive, are motivated and embrace leading roles in achieving our ambitions. Our values of student-centric, belonging, connection, excellence, integrity and wellbeing guide every decision and action that we take. They steer us towards our purpose and create a culture of trust, collaboration and accountability. These values are aligned to the ACTPS values and signature behaviours which are underpinned by the [ACT Public Service \(ACTPS\) Code of Conduct](#).

CIT is committed to building a diverse workplace through an inclusive workforce. As part of this commitment, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse people, people with disability, and LGBTIQ+ people, are encouraged to apply.

EDUCATION FUTURES AND STUDENTS' DIVISION

The Education Futures and Students division offers a dynamic learning experience that equips students for success and lifelong employability, providing them with the tools and resources they need to thrive in a changing world. Led by experienced and innovative education leaders and educators, the division is committed to delivering future-focused teaching and enhancing student outcomes.

The division focuses on integrating leading-edge educational design and delivery technologies, supported by digitally enabled learning environments, innovative teaching methods, and robust academic quality and assurance systems. The division is dedicated to offering a wide range of student engagement and support services, ensuring that an increasing number of lifelong learners can study and upskill at CIT. Through strong collaborations with industry partners, CIT's education and training programs remain responsive to emerging skills needs and relevant to the local job market.

COLLEGE OVERVIEW

CIT Health, Community and Science is a teaching college comprising of five departments: CIT Children's Education and Care, CIT Community, CIT Human Services, CIT Science and CIT Wellbeing/CIT Fit and Well. This college offers VET training programs from Certificate II through to vocational Graduate Certificate. The student cohort includes Australian School-Based Apprenticeships (ASBAs) and apprentices/trainees. At present, the college has a presence at CIT Bruce with authentic learning environments for CIT students at CIT Student Massage Clinic, CIT Fit & Well, CIT Dog Day Care, Burrumbah Early Learning Centre, nursing laboratories, and aged care and disability learning facilities. The leadership team of the college is the College Director and the heads of each of the departments. This position reports to the Head of Department Science.

DEPARTMENT OVERVIEW

CIT Science delivers a range of training in the areas of Forensic, Animal and Laboratory Skills. Department also manages commercial authentic learning environments in CIT Dog Day Care. Training is delivered through full time, part time and flexible study modes. The department works collaboratively with industry and with other areas across the College of Health, Community & Science and CIT to create unique innovative learning opportunities for students.

THE POSITION

Under the general direction of the Head of Department of CIT Science the Technical Officer (TO) will perform general services tasks commensurate with position responsibilities that enable the effective operation of the Science Department.

RESPONSIBILITIES

- Prepare for and service animal classes, liaising with teaching and support staff across the department.
- Assist teaching staff with student demonstrations and provide active supervision of students during practical classes, including supporting students with access plans and complex learning needs.
- Support program delivery through the care, handling, and management of teaching animals (including dogs, cats, fish, and chickens) to ensure training package requirements are met.
- Ensure high standards of animal welfare and compliance, including adherence to Animal Welfare legislation, Animal Ethics Committee (AEC) monitoring and reporting obligations, and relevant codes of practice.
- Maintain and monitor Workplace Health and Safety (WHS) requirements in teaching spaces, including hazard identification, risk mitigation, safe animal handling practices, maintenance of equipment and chemicals, and general housekeeping.
- Maintain resources and consumables including security, stock control, ordering, and purchasing to support teaching and animal care requirements.
- Ensure animal housing areas, and general workspaces are consistently cleaned and maintained in a safe, hygienic, and orderly manner.
- Use CIT digital systems to maintain accurate records, including animal care logs, compliance documentation, and stock management.
- Communicate effectively with teaching staff, students, and stakeholders regarding class preparation, animal handling, and compliance requirements.
- Apply strong organisational skills to manage competing priorities, including class preparation timelines, animal care schedules, and compliance obligations.
- Complete ad hoc tasks as directed by the Head of Department to support teaching and learning activities across the department.
- This position does not involve direct supervision of staff.

PROFESSIONAL AND PERSONAL CHARACTERISTICS

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

- Demonstrated experience in preparing and supporting practical classes in animal sciences, including the care and management of a range of teaching animals, while adhering to SOPs and safety standards.
- Sound knowledge of animal welfare legislation and ethics compliance requirements, including experience supporting Animal Ethics Committee (AEC) processes and reporting.
- Strong understanding of Workplace Health and Safety (WHS) principles, including risk management, safe animal handling, chemical handling and maintaining compliant teaching environments.
- Proven ability to manage resources and support teaching delivery, including inventory control, recordkeeping, use of digital systems, and assisting in student supervision.
- Good written and verbal communication skills, with the ability to liaise, collaborate, and negotiate effectively with diverse stakeholders.

Behavioural Capabilities

- Ability to apply CIT policies, VET/RTO standards, and animal welfare compliance requirements within a teaching and learning environment.
- Demonstrated adaptability and collaboration in supporting diverse learners and evolving program delivery needs.
- Strong accountability and commitment to continuous improvement, maintaining high standards of animal welfare, compliance, and workplace practices.

QUALIFICATIONS AND EXPERIENCE

- All CIT and ACTPS employees are required to complete a criminal history record check form prior to employment.

MANDATORY QUALIFICATIONS:

Qualification in animal studies and/or relevant experience appropriate to the duties of the position.

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Date Position Description updated: 1/07/2026

RITM Number: XXXX