

The Children's Hospital of Philadelphia

Provide Desired Title for Role:	Manager, Husbandry and Operations
Description Date:	05/25/2021

The Hospital will make reasonable accommodations when necessary to qualified applicants and employees with disabilities provided that such accommodations do not cause an undue burden on the Hospital.

Compensation team will evaluate/complete the following sections:

Job Family
Research Lab Animal Support
Pay Grade
MM
Job Code

Please complete the following sections:

Job Summary
<p>Provide basic purpose or primary function of the job:</p> <p>Reporting to the Assistant Director of Husbandry and Operations, this role is responsible for the daily operations of the animal facility, internal systems, policies & procedures and the facility staff. The Manager, Husbandry and Operations provides leadership, oversight and assists with long range planning to ensure that all areas are operating at the highest standards possible. This role provides support to the ADH&O for implementing new internal processes and projects, monitoring progress of established procedures, and providing redundancy at the Supervisory level, where needed.</p> <p>This position will serve as a departmental liaison for research faculty and vendor relationships in the current expanding research program.</p>
Job Responsibilities
<p>Provide brief description of four or five separate responsibilities (not tasks or activities):</p> <p>Responsibilities/Duties:</p> <ul style="list-style-type: none">• Assists ADH&O with implementation of new husbandry processes and procedures, and refinement of existing practices.• Coordinate with H&O Supervisors for hiring and training of husbandry staff. Attend recruitment meetings.• Monitor and ensure internal quality assurance of procedures.• Manage, hire, train and coach Husbandry Supervisors, and provide backup Supervisory support when needed.• Manage daily operational activities.• Perform other duties as required

Qualifications:

- Graduation from a vocational or technical school plus 5-7 years related experience or equivalent combination of education & experience
- Experience managing a laboratory animal facilities or equivalent experience
- Demonstrated supervisory knowledge, including motivational techniques and professional development/training methods
- Demonstrated program management knowledge including basic statistical methods, budget development and oversight, and knowledge of local, state and federal regulations for the workplace
- Excellent interpersonal skills and a commitment to helping others reach their full potential

Space Allocation and Management

- Provide recommendations for animal and laboratory space allocation and planning.
- Implement management decisions regarding space allocation or reallocation.

Education/Mentoring

- Interpret relevant policies and procedures for incoming staff and investigators.
- Provide training and development of prescribed policies, SOPs, etc. to assigned staff.
- Serve as a resource to investigators regarding DVR husbandry and operations.

General Administrative:

- Implement policies and procedures to ensure accreditation and compliance with local, state and federal laws, policies and regulations.
- Serve as a liaison for vendor, and partner lines within CHOP (Office of Research Safety, Institutional Animal Care and Use Committee, Facilities, etc.).
- Oversee equipment maintenance programs.
- Support quality assurance and compliance program as needed.
- Order and receive facility supplies and monitor inventory (food, bedding, PPE, cleaning supplies, etc.).
- Maintain records in accordance with relevant agency guidelines to include the state of Pennsylvania, Public Health Service, the USDA, and AAALAC.
- Assist with conduct of and preparation for IACUC semi-annual inspections, annual USDA inspections and triennial AAALAC site visits.
- Foster and maintain a customer service focus, utilizing professionalism, courtesy and respect when responding to requests and/or concerns, and assisting research personnel.
- Other duties as assigned.

Required Licenses, Certifications, Registrations

Licenses, Certificates, and/or Registrations required for the job:

LATG, CMAR and/or ILAM certification through AALAS

Required Education and Experience

Minimum Education Required; Cite Years and Type of Experience:

Required Education: High School Diploma / GED

Required Experience:

- Six (6) years of experience in supervisory role in an AAALAC-accredited laboratory animal facility.

Preferred Education, Experience, Licenses and/or Certifications

List any additional education, experience, licenses or certifications you would prefer candidates to have in addition to those required for the job:

Preferred Education: Bachelor's degree

Preferred Experience:

- Ten (10) years of experience in an AAALAC-accredited laboratory animal facility
- Previous experience with regulatory processes and associated audits

Preferred Licenses/certificates/registrations: CMAR certification through AALAS.

Additional Technical Requirements:

Provide specific knowledge and skills required for the job:

- Advanced knowledge of regulatory and compliance requirements related to animal care/use in research
- Excellent verbal and written communication skills
- Excellent time management skills
- Excellent organizational skills
- Ability to work independently as well as in collaboration with all levels of personnel
- Ability to receive, handle and maintain confidential information

Does this role directly manage (hire/fire authority) 2 or more full-time CHOP employees?

Yes No

If yes, what is the job title(s) of the highest graded role of the direct reports?

PHYSICAL EFFORT (physical capability requirements associated with the job): *Select from the drop-down menus below the frequency of requirements by using the following designations:*

N Never **O** Occasionally (1-33% of the time) **F** Frequently (34-66% of the time) **C** Constantly (more than 66% of the time)

O	Bending, stooping	F	Standing	Lifting & Carrying	
O	Climbing stairs or ladders	O	Twisting Back or Trunk	F	1-5 lbs.
O	Crawling	O	Typing/Keyboarding	O	6-10 lbs.
O	Kneeling, crouching	F	Viewing computer screen	O	11-20 lbs.
F	Reaching down	F	Walking	O	21-30 lbs.
	Reaching horizontally	Uses hands and arms to:		O	31-50 lbs.
O	Reaching overhead	O	Apply torque	O	50 + lbs.

O	Reading	O	Push	Fine Motor Skills using:	
N	Running	O	Pull	F	Hand(s), arms
F	Sitting	O	Press	O	Legs, feet

WORKING CONDITIONS (conditions in the work area): *Select from the drop-down menus below the frequency of requirements by using the following designations:*

N Never **O** Occasionally (1-33% of the time) **F** Frequently (34-66% of the time) **C** Constantly (more than 66% of the time)

<u>Work Environment</u>		O	Noisy	<u>Chemical Hazards</u>	
O	Cold or Hot	O	Outdoors	O	Biological/Infectious Agents
O	Confined Space	O	Sources of Radiation	O	Dusts or Powers
O	Dry	N	Underground	O	Fumes
N	Heights	O	Unusual lighting	O	Irritant chemicals
N	High or Low Pressure	O	Vibrating equipment	O	Sprays, Mists, Vapors
O	Moving Machine Parts	O	Wet/Humid	O	Toxic chemicals
O	Near power supplies	O	Wide range of temperatures		