



Animal Care Manager

Animal Care Managers are professional administrators who are responsible for the day-to-day laboratory animal care activities and operational components of the animal care facility. They ensure that the conditions vital to the well being of the animals are in accordance with governing regulations. They monitor experiments to ensure they follow the study protocol and coordinate facility inspections by government agencies. They perform managerial administrative functions including the development of training programs, methodology workshops, and student and researcher training, according to Canadian Council on Animal Care (CCAC) guidelines, Canadian Association of Laboratory Animal Science (CALAS) and the Association for Assessment and Accreditation of Laboratory Animal Care International (AAALAC International). They track and record data including daily inspection logs, health records, protocols, census data and facility records. They are responsible for all support services for the facility. They often chair and act on committees on behalf of their institutions to ensure adherence to standards. They also order and receive animals ensuring that they are healthy upon arrival and that they are housed properly. They are responsible for breeding animals to be used in either research or teaching.

Learn more about the role of an Animal Care Manager by downloading the full skills profile for free at www.biotalent.ca/profiles.



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BioTalent Canada's Bio-economy Skills Profiles

Biotechnology's fusion of science and business creates unique requirements for jobs in the sector. Candidates often need skills suited both to the lab and the boardroom. As a result, occupational descriptions from other sources or sectors don't always fit the bio-economy exactly. That's why, in partnership with industry stakeholders, BioTalent Canada has developed skills profiles specific to the bio-economy—a project that will continue with the ongoing addition of other functions over time.

Each profile includes a definition of the occupation, a list of competencies and associated tasks, a summary situational analysis, language benchmarks, and essential skills.

Who can use these profiles?

Easy to use and interpret, our *Bio-economy Skills Profiles* were created to meet the needs of a wide range of audiences. Here's how you might use them if you're an:

Employer: Develop job descriptions, performance evaluation criteria, professional development programs, succession plans, team building initiatives and recruitment plans.

Job seeker: Identify your professional development needs, tailor your résumé for a specific position, prepare for interviews and interpret job descriptions.

Educator: Build industry-oriented curricula to help produce job-ready graduates.

Student: Grow your understanding of employers' expectations and choose the right educational programs to equip yourself with the skills for success.

Validated by industry

BioTalent Canada created its *Bio-economy Skills Profiles* in consultation with industry to accurately capture the needs of biotechnology companies and produce truly practical, relevant resources. These profiles summarize the high-level skills required for each occupational profile and itemize in detail the common tasks associated with each function. Because the profiles are comprehensive, not every skill may be required for a single position: instead, the profiles present the full sets of skills that could be expected of a person in a given role within companies at various stages of development.

Information you can trust

BioTalent Canada is the country's source for reliable, objective and accurate information on skills development and human resources in the bio-economy. Our aim as Canada's biotechnology sector council is to deliver the human resources tools, information and skills development resources industry needs to ensure an adequate supply of job-ready people.

Understanding the bio-economy

Canada's bio-economy is engaged in the research, development, commercialization and manufacturing of biotechnology products. The bio-economy is constantly expanding as new technologies and techniques are applied to an ever-broader range of industries and sectors including:

Agriculture	Genomics
Aquaculture	Human and Animal Health
Bioenergy	Industrial
Bioinformatics	Life Sciences
Bioproducts	Medical Devices
Biosciences	Nanotechnology
Environment	Natural Resources
Food Processing	Nutraceuticals
Forestry	Pharmaceuticals

Get started today

Even before you download the full **Animal Care Manager** Skills Profile, get a sense of the information it contains and how you might use it in your work. Attached here is a quick-reference checklist that summarizes the core skills required for the position and the common tasks associated.



Go to www.biotalent.ca/profiles and download the complete Animal Care Manager Skills Profile.

Bio-economy Competency Profile Checklist

In addition to experience working with and caring for animals—as a pet sitter, pet groomer or animal trainer, for example—an Animal Care Manager typically has a high school diploma or equivalent. Some companies may require a bachelor's degree in biology, marine biology, animal science or animal health.

Building on these, an **Animal Care Manager** must be able to:

A. Manage facility

- 1. Follow and ensure adherence to Standard Operating Procedures
- 2. Provide functional and direct supervision
- 3. Ensure post-approval monitoring procedure is in place
- 4. Source information and expertise
- 5. Maintain facility equipment
- 6. Monitor facility operations
- 7. Work with facilities staff and other departments
- 8. Prepare contingency plans
- 9. Participate in planning and design of new building construction and renovation

B. Manage personnel

- 1. Develop and maintain job descriptions
- 2. Interview candidates
- 3. Hire and orient personnel
- 4. Maintain personnel files
- 5. Schedule
- 6. Create a team atmosphere
- 7. Motivate staff
- 8. Coach personnel
- 9. Comply with union contracts, as required
- 10. Counsel personnel
- 11. Perform conflict resolution
- 12. Investigate workplace complaints, infractions or incidents
- 13. Discipline personnel
- 14. Participate in grievance process
- 15. Dismiss personnel
- 16. Provide safe and healthy workplace

C. Care for and handle animals

- 1. Provide animal health care and monitoring
- 2. Ensure veterinary services
- 3. Euthanize animals
- 4. Provide species-specific housing
- 5. Provide species-specific nutrition

- 6. Provide species-specific environmental enrichment
- 7. Ensure species-specific proper handling techniques

D. Maintain standards

- 1. Ensure ACC / CCAC / AAALAC compliance
- 2. Follow mandated provincial and territorial veterinary practices and animal cruelty acts
- 3. Train and educate relevant personnel
- 4. Ensure ethical standards are met
- 5. Comply with Occupational Health and Safety guidelines / Acts
- 6. Follow Health Canada laboratory bio-safety guidelines
- 7. Maintain chemical, radiation and bio-safety standards
- 8. Maintain personal certification
- 9. Maintain Good Laboratory Practices (GLPs), when applicable

E. Maintain safe and secure environment

- 1. Perform risk assessment
- 2. Maintain levels of safety expertise
- 3. Maintain a safe and secure facility
- 4. Monitor staff health
- 5. Maintain appropriate vivarium sanitation and environmental parameters
- 6. Monitor sanitation and disinfection levels
- 7. Provide and train in the use of Personal Protective Equipment (PPE)
- 8. Provide comfortable workplace
- 9. Develop and implement emergency procedures

F. Perform administrative duties

- 1. Develop policies and procedures for animal care facility
- 2. Develop and maintain Standard Operating Procedures
- 3. Develop and update facility documentation
- 4. Develop Sentinel program
- 5. Maintain animal records
- 6. Prepare census data
- 7. Source materials, consumables, animals and supplies
- 8. Purchase and transfer animals
- 9. Participate in meetings
- 10. Perform cost analyses and rate setting
- 11. Implement energy savings technologies
- 12. Prepare capital budget

- 13. Purchase capital equipment
- 14. Prepare operational budgets
- 15. Coordinate tours
- 16. Prepare for CCAC and provincial/territorial inspector assessments

G. Provide technical services

- 1. Perform health monitoring
- 2. Perform animal manipulations
- 3. Manage breeding colony
- 4. Ship and receive
- 5. Develop experimental techniques



H. Communicate

- 1. Communicate and foster relationships with internal and external personnel
- 2. Communicate electronically
- 3. Write reports
- 4. Network
- 5. Make presentations
- 6. Participate on committees
- 7. Participate in public relations activities

I. Demonstrate personal competencies

- 1. Manage time
- 2. Commit to and ensure personal and professional development
- 3. Keep current with technology
- 4. Maintain technical aptitude
- 5. Demonstrate leadership
- 6. Demonstrate persistence
- 7. Validate personal performance
- 8. Maintain a work/life balance
- 9. Exhibit sensitivity to cultural and social diversity
- 10. Be flexible and motivated

