# Position Details

## Research Projects- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Quality Assurance Senior Advisor |
| Job Reference | 94071 |
| Tenure | Specified term ending 30 June 2027 |
| Salary Range | AU$105,806 - AU$114,500 per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Geelong, Australian Centre for Disease Preparedness |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Project Manager – BICOLLAB Project |
| Client Focus – Internal | 20% |
| Client Focus – External | 80% |
| Number of Direct Reports | 0 |
| Enquire about this job | Gemma Clark via email at gemma.clark@csiro.au or phone +61 3 5227 5607 |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

**Child Safety**

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](https://www.csiro.au/en/about/policies/child-safe-policy).

### Role Overview

We seek to appoint an experienced Quality Assurance (QA) Senior Advisor, with a passion for international development and capacity building within the International Program, which is a part of the Diagnosis Surveillance and Response (DSR) Program at the Australian Centre for Disease Preparedness (ACDP). The DSR program provides diagnostics and research capability required to investigate and respond to new and emerging diseases affecting livestock and other animals. The ACDP International Program (ACDP-IP), partners with multiple organisations including government, non-government and specialised agencies across the Asia-Pacific to build laboratory capacity and capability in the region.

The role will involve providing advice, training and support to develop and implement quality management systems in laboratories involved in our projects across the Asia-Pacific. This will include assessing quality needs for these laboratories and delivering training, advice and support to establish and implement quality systems and processes that are practical and sustainable. It will also include supporting progress to, or gaining, accreditation for relevant standards such as ISO9001, ISO17025, ISO17043 and ISO35001. The successful candidate will also work closely with the QA team at ACDP to ensure consistency of standards and practices and, when required, provide support to this team.

The role will involve working in and providing training to overseas laboratories, either in person or virtually, as required to meet the project objectives of ACDP’s International Program across the Asia-Pacific region. Overseas work will only be undertaken once the required competency standards are met and will involve regular travel (every 1-2 months) of 1-2 weeks duration, potentially up to 3 weeks, in countries primarily in the Asia-Pacific region. The role also will be required to liaise with laboratory subject matter experts and collaborate closely with the ACDP QA Team to support site quality management systems and align industry best practice.

The aim of the ACDP-IP is to strengthen laboratory capacity, improve quality of laboratory diagnostic services, and laboratory biosafety and biosecurity. The work undertaken is fundamental for the improvement of capability and capacity in the region for prevention, control and eradication of high-impact emerging and/or transboundary animal and zoonotic diseases that pose a significant threat to animal and public health. The program provides diagnostic expertise and training to animal health laboratories in the Indo-Pacific region, enhancing the region’s capacity for disease diagnosis and emergency outbreak response and building ongoing technical partnerships, all within a framework of Australian standards of biosafety and biosecurity.

A requirement of this role is the ability to meet ACDP microbiological security and security assessment requirements.

### Duties and Key Result Areas

* Assess quality management system needs for partner laboratories as part of the ACDP International Program.
* Provide advice, training and support to establish and implement quality systems and processes that are practical and sustainable in these laboratories, including providing advice to scientific teams on QA principles, processes and documentation.
* Facilitate the development of good quality culture in partner laboratories, including establishment of QA committees, auditing schedules, managing corrective and preventative actions and regular reporting.
* Support partner laboratories to progress or gain accreditation to relevant ISO standards.
* Support development of project planning and reporting documents and processes, for example project logic, implementation plan, monitoring, evaluation and learning framework documents and regular internal and external reports.
* Build and maintain strong, positive partnering relationships with partner countries and organisations through developing a thorough understanding of their respective QA needs and tailoring solutions to their environment and resources.
* Willingness to travel and work in countries across the Asia-Pacific on a regular basis and enthusiasm to support quality management systems in low resource environments.
* Maintain connection and relationship to ACDP QA team. Remain up to date with ACDP QA system and latest improvements in quality systems that could be relevant to laboratories in low resource environments. This will involve collaborating closely with ACDP QA and supporting site specific quality systems and initiatives as required.
* Contribute to the effective functioning of the ACDP-IP and delivery of the program’s strategic objectives. This includes participation in team meetings, Recall Weeks and review of project activities and the ACDP-IP strategy.
* Contribute to the interpretation and communication of research and technical results including drafting and delivering presentations or detailed written reports for clients and the scientific research community.
* Maintain confidentiality when accessing personal and commercially sensitive information.
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary, regionally dispersed team, to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## **Selection Criteria**

#### Essential

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. A relevant Degree and or equivalent experience in quality management in biological sciences.
2. A sound understanding of QA standards and processes such as ISO9001, ISO17025, ISO17043 or ISO 35001 and their application.
3. Experience conducting internal audits, root cause analysis and monitoring corrective actions within a quality management system framework.
4. Demonstrable experience as a specialist advisor with high level interpersonal and communication skills to develop and deliver effective training and coaching, foster knowledge transfer and collaboration with colleagues and clients from various cultural backgrounds.
5. Demonstrated ability to support projects, including independently planning, implementing and completing the required project activities and objectives to clients’ expectations.
6. Demonstrated ability to work both independently and co-operatively as a member of a larger project team and to form and maintain effective and respectful relationships with a range of colleagues and collaborators.
7. Willingness and ability to regularly travel overseas (every 1-2 months) for periods of between 1-2 weeks (potentially 3 weeks), to deliver project work and to provide structured training for overseas collaborators.

## **Desirable**

1. Previous experience working overseas, particularly in low-resource environments.
2. Previous experience conducting internal and external audits or NATA accredited lead assessor training.

## **Required Competencies**

* **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other team as well as industry colleagues.
* **Influence and Communication:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others’ reactions.
* **Resource Management/Leadership:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
* **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

Special Requirements

**Security Assessment and Microbiological Security Requirements for Personnel Working on the Australian Centre for Disease Preparedness (ACDP) Site:**

**ACDP Special Conditions that staff must comply with:**

1. Certain positions including those working in the ACDP microbiological secure area will require security clearance at a level appropriate to duties of the position. Confirmation of the appointment is subject to obtaining that clearance.
2. It is essential that all work on exotic or emerging diseases carried out at ACDP is conducted in a safe manner to prevent the escape of the disease agents used, and to this end, all activities and personnel will be subject to appropriate microbiological security measures. Consequently, while working at ACDP, you may not reside on a property on which are kept any of the following animals: sheep, cattle, pigs, goats, horses, asses, mules and camelids, any other cloven-hoofed animal, fowls, turkeys, geese, domestic ducks, caged birds, emus or ostriches. Personnel working with diseases of aquatic animals may not keep aquarium fish at their place of residence and at times specific species may be excluded depending on the nature of the work conducted.
3. In addition, for a period of seven days after working in the microbiologically secure area of ACDP, personnel may not have close contact with any of the above animals, amphibians or birds or the actual places where these animals are held, or visit any aquatic animal farm or aquatic animal hatchery.
4. Working in the barrier maintained Small Animal Facility or the Werribee Animal Health Farm requires avoidance of additional animals such as mice, rats, guinea pigs, rabbits, ferrets and poultry of a minimum of 3 days prior to arrival.
5. Certain positions will require medical assessment and vaccinations against various agents such as influenza, rabies, hepatitis B, Japanese encephalitis or other agents as specified if required for the role performed.
6. Positions working at PC4 will also require a pre-employment psychological assessment.
7. Given ACDP’s role in the International Regional Program, there may be a requirement for some personnel to travel internationally and if required for this work, suitable staff should be able to obtain a valid passport and obtain applicable vaccinations.
8. Should an emergency response situation arise, ACDP may be required to implement the Emergency Animal Disease Response Plan and personnel may need to contribute to response requirements, including after-hours work.
9. Personnel must abide by Occupational Health, Safety and Environment regulations. Safety signs and directives issued by CSIRO personnel must be complied with at all times.
10. Access restrictions apply to the Werribee Animal Health Facility (WAHF) site that is associated with, but remote from, the ACDP site.

**The successful candidate will be required to:**

1. Obtain and provide evidence of a National Police Clearance or equivalent. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
2. Undertake a National Health Security Check (to be arranged post-commencement).
3. Obtain and maintain a security clearance at the Negative Vetting Level 1 (to be arranged post-commencement).

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [Australian Centre for Disease Preparedness](https://www.csiro.au/en/about/facilities-collections/acdp) for more information.

CSIRO is a values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* People First
* Further Together
* Making it Real
* Trusted