# Position Details

## Technical Services - CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Research Technician – Part Time |
| Job Reference | 99535 |
| Tenure and Work Schedule | Specified Term of 12 months  Part-time, 44 hours hrs/fortnight or 0.6 full-time equivalent with options to choose the days of the week (any days except Wednesday)  We will explore options for flexible work arrangements based on needs of the role and individual circumstances. |
| Salary Range | AU$73k - AU$93k per annum (pro-rata for part-time)  plus up to 15.4% superannuation (plus any applicable allowances) |
| Location(s) | Geelong ACDP, Victoria |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens Only |
| Position reports to the | Tissue Culture Team Leader |
| Client Focus – Internal | 95% |
| Client Focus – External | 5% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Mark Woodcock (they/them), Tissue Culture Team Leader, via email at mark.woodcock@csiro.au |
| Support and Workplace Adjustments | We offer a range of reasonable supports and workplace adjustments. Please let us know via email (shree.chattopadhyay@csiro.au) - Shree Chattopadhyay, Talent Acquisition, if we can help you to equitably participate in our recruitment process or the role itself. |
| 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) |

**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).

**About CSIRO**

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

As one of the world’s largest multidisciplinary mission-driven research organisations, we are focused on the issues that matter the most: for our quality of life, for the economy and for our environment. We believe diverse teams are more effective and deliver more innovative outcomes. When we all focus on the big things that really matter, and work in partnership with our communities and [Indigenous Australia](https://www.csiro.au/research/indigenous-science), Australian science and technology can solve seemingly impossible problems and create new value for all Australians. Visit [CSIRO.au](file:///C:/Users/lui008/OneDrive%20-%20CSIRO/Desktop/LIFE/LEADERSHIP/Inclusive%20Recruitment/PD%20and%20Job%20Ads/CSIRO.au) for more information.

### Role Overview

The role of Technical Services staff in CSIRO is to provide support for scientific research in a diverse range of laboratory and field situations across a range of different research projects. This support consists of the application of accepted technical practices and the development of new practices. The work is usually carried out as a member of a centralised service.

Within the Tissue Culture Team at the CSIRO Australian Centre for Disease Preparedness (ACDP), the Research Technician will play a vital role in supporting diagnostic testing, research projects, and external client programmes. This position involves preparing media, buffers, reagents, and cell lines while ensuring compliance with standard work instructions and HSE protocols.

Beyond maintaining high-quality cell culture standards, the role also involves inventory management, reagent distribution, and supporting process improvements. The successful candidate will contribute to technical knowledge transfer, collaborating with colleagues to share expertise and refine laboratory practices.

This is an excellent opportunity to apply your technical skills in a flexible, collaborative research environment, contributing to meaningful scientific advancements.

### Duties and Key Result Areas

* Prepare media, buffers, reagents and cell lines in line with work instructions and health & safety protocols.
* Maintain inventory and coordinate the distribution of reagents and media.
* Collaborate with team members to ensure the consistent production of high-quality cell cultures.
* Monitor quality control processes and perform routine cell culture maintenance including passaging, revival and storage.
* Contribute to process improvements and support technical knowledge transfer within and out-with the Tissue Culture Team.
* Under limited supervision, design equipment and adapt techniques to meet special circumstances and client needs or undertake modifications to methods or equipment requiring limited innovation.
* Select the appropriate methods to perform standard analyses and, as required, undertake technical tasks associated with trials, tests, measurements, reviews and investigations including associated calculations and analysis.
* Perform non-standard analyses and maintain complex equipment.
* Use discretion to decide which methods are used and schedule work to meet future demand.
* Respond courteously and efficiently to client requests, maintain clear communication regarding mutual expectations and monitor client satisfaction.
* Oversee the activities of less experienced staff and provide on-the-job training as required.
* 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 team and business unit to carry out tasks in support of CSIRO scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. A relevant bachelor’s degree in biology, biotechnology or equivalent work experience.
2. Experience with cell culture techniques.
3. Demonstrated ability in routine laboratory techniques, including aseptic media and reagent preparation.
4. Demonstrated ability working under quality systems and health & safety protocols.
5. Experience with inventory management and distribution.
6. Proficiency in IT software for effective communication and record keeping.
7. Strong communication skills and aptitude for technical knowledge transfer.

## **Desirable**

1. Familiarity with quality control techniques in cell culture.
2. Experience with process improvement in tissue culture or media production environments.
3. Proficiency with laboratory information management systems.
4. Exposure to diagnostic and research applications.
5. Exposure to collaborative approaches across multi-disciplinary teams.

## **Required Competencies**

* **Teamwork and Collaboration:** Proactively seeks and considers the ideas and opinions of others from within and outside the team to help form decisions, plans or actions.
* **Influence and Communication:** Puts forward ideas by presenting factual information supported by data, definitions, examples, illustrations or other aids, which will assist in conveying meaning.
* **Resource Management/Leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
* **Judgement and Problem Solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
* **Independence:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **Adaptability:**Willingness to change ideas or perceptions based on new information, contrary evidence or other people's points of view. Prepared to try out different approaches.

**Setting You Up For Success**

We understand that not everyone works in the same way and sometimes people may require reasonable support and adjustments to perform at their best. Whether related to the recruitment process and or the role itself, this may include options such as providing different methods of communication, flexible hours or physical adjustments to work methods. If you feel comfortable, we encourage you to share any support and adjustments you may need to carry out the inherent requirements of the role. Please let us know via email ([shree.chattopadhyay@csiro.au](mailto:shree.chattopadhyay@csiro.au)) [Shree Chattopadhyay, Talent Acquisition] if we can help you to equitably participate in our recruitment process or the role itself.

**Life at CSIRO and Flexible Working Arrangements**

We [work flexibly at CSIRO](https://www.csiro.au/en/careers/life-at-csiro/Flexible-work), offering a range of options for how, when and where you work.  We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, [benefits](https://www.csiro.au/en/careers/life-at-csiro/Benefits) and [career development](https://www.csiro.au/en/careers/life-at-csiro/Career-development) opportunities. To learn more, visit [Careers at CSIRO](https://www.csiro.au/en/careers).

We celebrate the uniqueness of our workforce and are committed to creating [diverse and inclusive teams](https://www.csiro.au/en/careers/life-at-csiro/Diversity-inclusion-belonging) where everyone feels they belong. CSIRO is an equal employment opportunity organisation dedicated to recruiting people based on merit and reflecting the diversity of the community we serve. We recognise true diversity encompasses all ages, nationalities, abilities, cultures, genders, sexualities, faiths, levels of education, diversity of thought and many more aspects of identity. By empowering diverse teams, our community is reflected in the solutions we create.

**CSIRO Values**

CSIRO is a values-based organisation committed to values-based leadership.

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| **Value** | **Descriptor** | **Behaviour** |
| **People First** | Our priority is the safety and wellbeing of our people. We believe in, and respect, the power of diverse perspectives. We seek out and learn from our differences. | * Respectful * Caring * Inclusive |
| **Further Together** | We achieve more together than we ever could alone. We listen and collaborate, in teams, across disciplines, across boundaries. We embrace ambiguity and use discussion and persistence to generate unique solutions to complex problems. | * Accountable * Authentic * Courageous |
| **Making it Real** | We do science with real impact. We thrive when taking on the big challenges facing the world. We take educated risks and defy convention. We celebrate successes and failures and leverage them to learn as we strive to be the force for positive change. | * Partnering * Cooperative * Humble |
| **Trusted** | We’re driven by purpose but remain objective. We fight misinformation with facts. We earn trust everywhere through everything we do. We trust each other and we hold each other accountable. Together our actions drive Australia’s trust in CSIRO. | * Curious * Adaptive * Entrepreneurial |

**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).

Special Requirements

Appointment to this role is subject to provision of a pre-employment background check and may be subject to other security/medical/character clearance 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. Will be asked to 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).