



Position Details

Administrative Services- CSOF4

THE FOLLOWING INFORMATION IS FOR APPLICANTS

Advertised Job Title	Technical Officer – Safety & Compliance
Job Reference	102294
Tenure	<p>Indefinite</p> <p>Full-time</p> <p>We will explore options for part-time, job-share and flexible work arrangements based on needs of the role and individual circumstances.</p>
Salary Range	<p>AU \$100,103 - \$113,251</p> <p>plus up to 15.4% superannuation</p>
Location(s)	Australian Centre for Disease Preparedness, Geelong, VIC
Relocation Assistance	May be provided to the successful candidate if required
Applications are open to	Australian Citizens Only
Position reports to the	CBIS Compliance and Services Manager
Client Focus – Internal	70%
Client Focus – External	30%
Number of Direct Reports	0
Enquire about this job	Contact Tiffany Goodie – Compliance and Services Manager, via email at tiffany.goodie@csiro.au
Supports and workplace adjustments	We offer a range of reasonable supports and workplace adjustments. Please let us know via email Sarah.lyons@csiro.au if we can help you to equitably participate in our recruitment process or the role itself.
How to apply	<p>Apply online at https://jobs.csiro.au/</p> <p>Internal applicants please apply via Jobs Central</p> <p>If you experience difficulties when applying, please email careers.online@csiro.au</p>

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](#).

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, Australian science and technology can solve seemingly impossible problems and create new value for all Australians. Visit 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.

Reporting to the Compliance and Services Manager, the role of Technical Officer – Safety & Compliance at CSIRO's ACDP site will manage the permit system to ensure compliance with engineering standards, supervise tradespeople and contractors including after-hours support, and oversee safe isolation and de-energisation of equipment for maintenance and improvements. Duties include developing and delivering training for staff, coordinating external training, and implementing CSIRO's Health, Safety and Environment systems in line with legislation and policy. You will promote continuous improvement, maintain safety equipment, and communicate effectively with staff and stakeholders to uphold CSIRO's reputation. As part of a multidisciplinary team, you will support CSIRO's scientific objectives and contribute to research outcomes.

Duties and key result areas

- Oversee the permit system to ensure all engineering departments and contractor activities comply with established standards and procedures. Act as Permit Officer. Supervise tradespeople and contractors engaged by the Safety & Compliance team and broader CBIS, providing support as required, including after-hours and call-out assistance.
- Identify, document and ensure that plant and equipment are isolated and de-energised as required for maintenance, contract services, repairs and minor capital improvements. Ensure all safety related equipment is always maintained in a safe and operational condition.
- Develop and deliver relevant tailored training (e.g., permit to work) for maintenance and engineering staff, including facilitating internal programs and coordinating external training (e.g. Working in Confined Spaces, Working at Heights). Assess and sign off staff competency for relevant safety training, ensuring documented evidence of training and capability is maintained in accordance with CSIRO requirements.

- Implement and manage CSIRO's Health, Safety and Environment systems, assisting with the fulfilment of engineering management obligations under relevant legislation and CSIRO policies and procedures. Administration, updating, monitoring and reporting on safe systems of work, including housekeeping checklists, Take 5's, risk assessments and other CSIRO safety systems.
- Lead the design, development and implementation of a safety reporting dashboard for B&IS, to ensure safety issues are addressed quickly. Prepare safety reports as required.
- Promote continuous improvement by maintaining currency of own skills, awareness of relevant standards and legislation, and recommending and evaluating new and enhanced work practices. Encourage a proactive safety culture by actively promoting safety awareness among staff, fostering regular discussion of safety topics, and highlighting the importance of safe behaviours in all workplace activities.
- 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. Demonstrated comprehensive knowledge/experience and appreciation of relevant procedures/protocols associated with Health and Safety requirements applicable to personnel operations, safety and security at CSIRO's research facilities, Competence in the application of contractor management systems, permit / access procedures, Risk Management, undertaking Risk Analysis and Job Safety Analysis for minor works, maintenance and repair activities.
2. Demonstrated ability to monitor safety of maintenance and contracted works
3. Demonstrated ability to use and maintain the currency of computer-based safety systems, e.g. Donesafe.
4. Demonstrated experience in supervising and managing contractors and a demonstrated ability to liaise with contractor personnel.
5. Experience in maintaining accurate training records and compliance documentation in alignment with organisational and legislative standards.
6. Demonstrated judgement and flexibility in decision making, and ability to prioritise work to achieve deadlines and agreed outputs.
7. Ability to work collaboratively with clients, external stakeholders, and colleagues within your team, the business unit and across the Compliance & Services Team, to reach objectives

Desirable

1. Demonstrated knowledge, skills and experience in the delivery of trade-based services in support of facility management.
2. Demonstrated experience in developing and delivering site-specific safety training programs, including the ability to tailor content to various audiences within a workplace setting, and/or
3. The ability to obtain formal "train the trainer" training within a reasonable timeframe.
4. Demonstrated ability to work under broad direction, accept responsibility and accountability of outcomes.
5. Willingness to study for and attain further qualifications, where necessary.

Other special requirements:

Applicants must:

1. Possess a current driver's licence, reside within 45 minutes travelling time to ACDP and be willing to participate in an on-call roster.
2. Be willing and able to adhere to CSIRO ACDP microbiological security requirements and HSE policies.
3. Be willing and able to be vaccinated against rabies, hepatitis B, Japanese encephalitis or other agents.

Not sure if you meet all the criteria?

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don't let the list discourage you. If you are unsure about applying, please reach out to the contact on page 1 of this document so we can discuss the role further.

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 teams 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:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
- **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:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
- **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.

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 Sarah.lyons@csiro.au 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, 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 and career development opportunities. To learn more, visit Careers at CSIRO.

We celebrate the uniqueness of our workforce and are committed to creating diverse and inclusive teams 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.

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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Partnering • Cooperative • Humble

	failures and leverage them to learn as we strive to be the force for positive change.	
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.	<ul style="list-style-type: none"> • 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](#).

Special Requirements

- The successful candidate 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.
- The successful candidate will be required to obtain and maintain a security clearance at the Negative Vetting 1 level. To apply for this clearance, applicants must be Australian Citizens.
- The successful applicant will be required to abide by ACDP (formerly ACDP) - Security Assessment and Microbiological Security Requirements for Personnel Working on the Australian Animal Health Laboratory (ACDP) Site.
- The successful candidate may be required to obtain a National Health Security (NHS) Clearance.

Security Assessment and Microbiological Security Requirements for Personnel Working on the ACDP Site.

- The nature of our work requires that each person working on site must comply with the conditions described below.
- The appointee is required to pass a security clearance at a level appropriate to duties of the position. Confirmation of the appointment is subject to obtaining that clearance.
- 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 and mules, 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 personnel working with cane toad material must avoid contact with amphibians.
- 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.

- Working in the barrier maintained Small Animal Facility requires avoidance of additional animals such as mice, rats, guinea pigs, rabbits and poultry 3 days prior to arrival.
- 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.