# Position Details

## Technical Services- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Pharmaceutical /Utilities Process Engineer |
| Job Reference | 70443 |
| Tenure | Specified Term of 18 months |
| Salary Range | AU$83 687 to AU$94 679 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Clayton, Melbourne VIC |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | cGMP Biologics Facility Head |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Susie Nilsson via email at susie.nilsson@csiro.au or phone +61 419 524 576 |
| 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. |

### 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.

The role of the Pharmaceutical/Utilities Process Engineer will be to maintain the engineering side of CSIRO’s cGMP facility as well as our current cGMP-like facility. The role will interact with other engineers across the Clayton site and ensure that the facility certifications with the TGA/FDA are maintained.

The Advanced Biologics Manufacturing Facility is currently being built and is expected to be open by the end of 2021. The facility will produce biologics for Phase-I and Phase-II trials to assist in the progression of biologics such as vaccine and drug candidates into safe and effective pharmaceuticals that can be manufactured at scale using industry-relevant techniques. More information can be found [here](https://www.csiro.au/en/Research/MF/Areas/Biomedical/cGMP).

### Duties and Key Result Areas

* Maintain the engineering aspects of the cGMP Biologics and cGMP-like facilities and contribute to the maintenance of other laboratories and facilities as required.
* Ensure all engineering aspects of TGA/FDA certifications are maintained.
* Induct and manage all contractors performing maintenance works on the cGMP facility.
* Provide a 24/7 response for the cGMP facility and be available within 2 hours’ notice for emergency maintenance and repairs.
* Document procedures and train other CSIRO engineers in systems and processes.
* Maintain confidentiality when dealing with commercially sensitive information.
* Under general direction, develop original techniques, or equipment software where methods are not defined.
* Undertake a wide variety of tasks or tasks that have a high degree of technical difficulty.
* Show initiative to seek new approaches to meet facility needs and improve the services provided.
* Liaise with clients to ensure facility needs are met and take personal responsibility for outcomes, correct problems promptly and in a constructive manner.
* Play a role in negotiations with external bodies.
* 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 research 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, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

## **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:** Recognise 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.

## **Selection Criteria**

#### Essential

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

1. Relevant trade certificate/diploma/bachelor’s degree or equivalent relevant work experience in engineering.
2. Demonstrated experience in GMP standards, including GMP recording systems.
3. Proven experience with operation, management and maintenance of:
   * Highly purified pharmaceutical water systems;
   * HVAC systems;
   * Pharmaceutical gases systems such as compressed air and nitrogen;
   * Clean steam and plant steam systems.
4. The proven ability to work effectively as part of a team and carry out tasks autonomously in support of scientific research.
5. Proven written and oral communication skills and the ability to cultivate productive working relationships with internal and external stakeholders.
6. A history of professional and respectful behaviours and attitudes in a collaborative environment.

## **Desirable**

1. Experience in managing the following:
   * Testing/calibration of cleanroom HEPA filters;
   * Testing / calibration of measuring instruments such as pressure, temperature, relative humidity and thermocouples;
   * Sanitation and calibration of high purity water systems;
   * Testing of compressed gas systems;
   * Maintenance of plant and clean steam systems.
2. Experience in organising and managing the following:
   * Preventative and repair maintenance of equipment and / or arranging 3rd parties to conduct qualifications and calibrations;
   * Maintenance of GMP records;
   * Responding to alarm conditions based on EMS system;
   * Regulatory audits and presenting engineering related information to auditors.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

* The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* The successful candidate must be willing and able to provide a 24/7 response for the cGMP facility and be available within 2 hours’ notice for emergency maintenance and repairs.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!

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

* 1. People First
  2. Further Together
  3. Making it Real
  4. Trusted

Find out more about CSIRO [Manufacturing](https://www.csiro.au/en/Research/MF)