# Position Details

## Research Projects- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Team Leader – Small Animal Facility |
| Job Reference | 71464 |
| Tenure | Indefinite  Full-time (part time minimum 0.8 considered) |
| Salary Range | AU$98,735 to AU$106,848 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Geelong ACDP |
| 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 | Veterinary Animal Services Manager |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 5 |
| Enquire about this job | Contact Kelly Stanger via email at Kelly.stanger@csiro.au or phone +61 3 5227 5000 |
| 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 Australian Centre for Disease Preparedness (ACDP formally known as AAHL) seeks to appoint an experienced animal facility leader to provide leadership in the provision of small animal services to CSIRO science and research teams.

The Team Leader will lead a small team within the Small Animal Facility (SAF) team. The SAF is one of 3 Animal Facility Teams, with the SAF being located at the Geelong laboratory. The Team Leader will work closely with the Deputy Team Leader, SAF to supervise other SAF staff and will work as part of an on-call roster to provide high level advice and animal care as required.

The Team Leader will ensure the SAF maintains a disease free facility and provides the highest standard of animal husbandry. They will be required to ensure animal ethic and welfare protocols are adhered to, to ensure the best possible outcomes for the animals and science. They will provide leadership and management requirements to other animal technicians and husbandry staff and provide training as required to other facility users. They will ensure the facility equipment is checked and maintained to a high standard and records are kept.

### The appointee must be able to meet ACDP microbiological security and security assessment requirements.

### Duties and Key Result Areas:

* Oversee and provide leadership over all aspects of the Small Animal Facility and along with animal technical staff provide technical assistance to science and research activities involving small animals within the microbiologically contained facility at CSIRO ACDP.
* Oversee the daily operations of the SAF and alongside the Deputy Team Leader ensure tasks are carried out appropriately and efficiently and to quickly implement solutions when problems arise.
* Induct and train staff and students to ensure they are appropriately skilled to undertake a range of duties in the SAF
* Source and provide a supply of animals on demand ensuring minimum numbers are bred and kept as required.
* Conduct animal husbandry procedures and collection of biological samples such as blood and tissues from animals carrying infectious diseases.
* Liaise with scientific staff and ensure the SAF supports scientific projects and is involved through project inception, project management and delivery including advice and writing of AEC applications.
* Maintain animal health status and a disease free environment within SAF
* Conduct regular equipment checks and maintain cleaning schedule; ensure excellent relationships are maintain with our engineering staff to ensure prompt resolution of equipment and facility issues
* Maintain highest possible levels of animal welfare through innovation, astute observation, promotion of animal welfare principles and compliance with Animal Ethics Committee protocols and policies.
* Ensure the success of research activities through effective liaison with team members, scientists, laboratory technicians and veterinarians; thorough planning of activities; attention to technical details
* Ensure the continuous improvement of record keeping for compliance, regulatory requirements, data collection and quality assurance purposes; ensure the certification of the facility is maintained to a relevant quality standard
* Lead and manage SAF staff and their personal safety requirements and lead a strong culture of health, animal welfare, safety and environment requirements
* Work on weekends and after hours as required and share on-call responsibilities with the Deputy Team Leader, SAF
* Abide by and promote microbiological security regulations at CSIRO ACDP
* 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 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 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 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.

## **Selection Criteria**

#### Essential

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

1. Diploma or Relevant Degree &/or equivalent experience in animal sciences or a related field including 2 years of demonstrated achievement in leading animal studies teams,
2. Demonstrated high level of scientific knowledge, competence and record of achievement in animal sciences and care in a research setting.
3. Demonstrated post-qualification and career-based experience in working with small animals including injections and collection, euthanasia and identification in animals such as rodents and chickens
4. A thorough understanding of relevant legislation and regulations including:
5. Victorian legislation: Prevention of Cruelty to Animals Act 1986 Vic and Regulations 1997
6. Regulatory bodies protocol and procedures: Office of the Genetic Technology Regulator (OGTR) and Department of Agriculture and Water Resources (DAWR)
7. Industry standards: Code of Practice for the Care and Use of Animals for Scientific Purposes
8. Sound administrative skills including computer skills, laboratory record keeping practises and attention to detail
9. Demonstrated ability to work co-operatively as a contributor to larger project teams and to network with scientific and industry colleagues.

## **Desirable:**

1. Experience with specialised laboratory equipment
2. Experience in working with QA/GLP practises in a NATA accredited laboratory.

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.

**ACDP Special Conditions:**

To be eligible for this position you must be willing and able to:

* Adhere to CSIRO ACDP microbiological security requirements, other Australian Security requirements applicable to the position and HSE policies.
* Be vaccinated against influenza, rabies, hepatitis B, Japanese encephalitis or other agents as specified if required for the role performed.

**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 additionally may not keep aquarium fish at their place of residence and personnel working with cane toad material must also 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 contact with 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 always be complied with.

## **About CSIRO:**

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

[Australian Centre for Disease Preparedness (formerly Australian Animal Health Laboratory) - CSIRO](https://www.csiro.au/en/Research/Facilities/ACDP)

**Our Values**

CSIRO is a values-based organisation. We expect our employees to demonstrate behaviours aligned to our values of:

• People First

• Further Together

• Making it Real

• Trusted