# Position Details

## Administrative Services- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Material Transfer Officer |
| Job Reference | 75842 |
| Tenure | Specified term of approximately 22 months (ending 30 June, 2023)  Full-time |
| Salary Range | AU$64k to AU$82k per annum, plus up to 15.4% superannuation |
| Location(s) | Geelong, Victoria |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Team Leader, Proficiency Testing and Reference Material team |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | 0 |
| Enquire about this job | Gemma Clark via email [Gemma.Clark@csiro.au](mailto: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. |

### Role Overview

The position of Material Transfer Officer sits within the Proficiency Testing and Reference Material Team, which is a part of the Diagnosis, Surveillance and Response Program. The role supports the distribution of diagnostic reagents and reference material to a large range of external clients.The Material Transfer officer contributes to the preparation of documents, permits and material transfer agreements, for national and international program activities. The position involves establishing and maintaining clear pathways for transportation of materials to and from Australia and assisting technical experts to coordinate the shipping, packing and distribution of select material. The Material Transfer Officer maintains regulatory record requirements as well as communicating and coordinating with import and/or export agents and couriers to ensure delivery of material to external clients. A key responsibility of this position is the production and provision of biological specimens to external national and international laboratories, including diagnostic samples, test kits or virus specimens.

The role also includes administrative support for the Proficiency Testing and Reference Material team and other DSR teams or projects, as required, for the transfer of biological and diagnostic test materials, and laboratory equipment when relevant, to external laboratories, including those overseas. The position may at time require work in high biocontainment laboratories.

The Diagnosis Surveillance and Response Program at the Australian Centre for Disease Preparedness (ACDP) provides diagnostics and research capability required to investigate and respond to newly emerging diseases affecting livestock and other animals.

Although the Material Transfer Officer predominantly works in the administration area, the role may at times require entry to the biologically secure laboratories at Physical Containment Level 3. All staff working in this environment must be able to meet ACDP’s microbiological security and security assessment requirements.

### Duties and Key Result Areas:

* Coordinate the transfer and shipment of biological and diagnostic test materials, and laboratory equipment where relevant, from the relevant DSR laboratory team to the requesting laboratory or client.
* Ensure all regulatory requirements are met and completed prior to transfer and shipping, including permits and documentation required by the relevant Australian Government Department, shipping companies and, where required, importing country.
* Ensure that all internal regulations and procedures for the transfer of materials across the high containment barrier are followed.
* Record and document activities according to CSIRO Records policies and procedures to provide documentary evidence of regulatory compliance.
* Liaise with relevant DSR laboratory teams for the production and timing of materials to complete requests from the Proficiency Testing and Reference Material team, international Program and external clients.
* Work with the CSIRO Contracts Manager and relevant scientific staff, as required, on material transfer agreements for external material requests.
* Establish and maintain clear pathways for transportation of materials to and from Australia.
* Develop and maintain clear operating procedures and processes for the transfer of material and equipment.
* Participate in internal and external audits as required.
* Assist with packaging samples as required following International Airline Transport Authority rules and guidelines.
* Respond courteously and efficiently to requests for your services, keep clients informed about progress and redirect requests to appropriate staff when required.
* Under general supervision undertake a range of administrative tasks, frequently under specific instruction, in accordance with established procedures and using skills developed through experience and/or training.
* Provide basic instruction and assistance to staff for the purpose of maintaining accuracy and compliance with policy and procedures, relevant to the immediate work area and responsibilities, as required.
* Look for opportunities to generate improved solutions in work situations, trying creative ways to deal with routine problems and opportunities, and exercising initiative when applying established procedures.
* 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 motivated 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 Zero Harm goals.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. Minimum Diploma of Administration or Science (Biological sciences) or minimum 3 years’ experience working in a laboratory environment.
2. Demonstrated experience in a fast-paced environment, and the ability to quickly adapt to changing circumstances.
3. Excellent administration skills, including a proven ability to assist others with document storage and control systems.
4. Highly developed time management and organisational skills with a demonstrated ability to escalate issues as appropriate, and to establish priorities for managing multiple tasks and deadlines.
5. Proven ability to work co-operatively as a contributor to teams and use networks to obtain vital information for reporting.
6. Good judgement with a demonstrated ability to identify and manage routine or recurring problems and issues.

#### Desirable

1. Knowledge and experience at a professional level in the requirements for quality assurance and/or regulatory frameworks, preferably in a scientific environment, e.g. ISO/IEC17025 and/or defence export controls.
2. Knowledge and/or experience in customs broking or transport of biological material.
3. Completed training in the International Airline Transport Authority rules and guidelines.

## **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.

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 maintain a security clearance at the Negative Vetting level 1 (to be arranged post-commencement).

2. Undertake a National Health Security Check (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