# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Quality Assurance Team Leader – Australian Centre for Disease Preparedness (ACDP), Quality Assurance and Compliance Unit |
| Job Reference | 76286 |
| Tenure | Indefinite  Full-time |
| Salary Range | AU$115,605 to AU$135,467 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Australian Centre for Disease Preparedness – Geelong, VIC |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | ACDP Operations Manager |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 4 |
| Enquire about this job | Fiona Napier – fiona.napier@csiro.au |
| 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

CSIRO Australian Centre for Disease Preparedness (ACDP) has accredited quality assurance (QA) frameworks to ISO 17025, 17043, 9001 & 14001, and is currently working towards accreditation to OECD Good Laboratory Practices (GLP). ACDP aspires to accreditation to other relevant standards to be applied more broadly across the ACDP site.

The QA Team Leader will work within the Quality Assurance and Compliance Unit (QACU) to oversee of the quality assurance team and provide input into the quality management system and related quality control processes to ensure continued regulatory compliance. The role will also provide advice on the configuration and implementation our newly acquired electronic Quality Management System (eQMS).

Driving continual improvement of ACDP’s quality assurance and compliance culture, processes, and reduction of site environmental impacts will be a key objective of this role and will be required to work closely with the Biorisk management Group to provide assurance of compliance with pertinent national legislation.

The QA Team Leader will undertake a lead role in guiding and collaborating with science, animal studies staff and other staff in the implementation and adoption of ISO and GxP frameworks. The role will take a hands-on approach to assist quality assurance team members in the delivery of ACDP’s quality requirements and achievement of defined quality objectives.

### Duties and Key Result Areas

* Provide oversight of quality assurance, quality control systems and regulatory audit environments.
* Take responsibility for effective team performance including development of team members.
* Ensure the Quality Management System (QMS) continues to evolve, to support facility operations and reduce environmental impacts.
* Foster a culture of continual improvement, which ensures consistency in processes and systems to meet the needs of functional teams, customers and regulators.
* Be responsible for a quality policy and quality objectives, to meet facility, stakeholder, and regulatory requirements. Monitor these objectives, throughout the operational year and report to the appropriate oversite committees and management.
* Undertake lead role in guiding and collaborating with science, animal studies staff and other staff in the implementation and adoption of ISO, GLP and EMS processes.
* Encourage, build and maintain strong, proactive partnering relationships with key site leaders, project leaders and lab managers and staff to ensure the QA team provide high quality advice and expertise to scientific and technical staff
* Ensure an internal audit plan is developed and approved for each operational year. This will ensure resources are appropriately focused, to deliver this schedule and to ensure independence in the auditing process.
* Ensure the nonconformity and corrective action process is appropriately controlled to ensure the process is harmonised across all standards of accreditations and best practice is incorporated by everyone.
* Ensure the quality unit play an integral role in a quality-driven culture, along with structures for monitoring ongoing quality.
* Provide leadership in the implementation of a new Total Quality Management System at ACDP.
* Provide expertise and guidance in interpreting governmental regulations, guidelines, and internal policies to assure compliance and effectiveness.
* Attend industry consultation, training and conference events to ensure currency of knowledge.
* Fulfill the role of QA Authorised Representative for the ACDP site.
* 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 broader multi-disciplinary team, and business unit 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.
* Lead staff and influence other internal and external partners to achieve the function’s goals and promote the Business Unit in external forums.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. A Bachelor’s degree in Science or Business with several years of demonstrated work experience in a quality assurance or compliance role.
2. Thorough understanding of QA processes and experience in working to ISO standards, such as 17025, 17043, 9001, 14001 and/or GLP.
3. Demonstrated experience in managing a quality assurance or compliance team and working effectively with both internal and external clients and stakeholders.
4. Demonstrated ability to work collaboratively with others to develop and coordinate quality and compliance activities across a diverse range of standards.
5. Demonstrated ability to manage change and implementation of QA strategic policy, systems and compliance frameworks.
6. Proven ability to lead multiple projects which require cross-functional collaboration to ensure implementation and adoption of ISO and GxP frameworks.

## **Desirable**

1. Experience leading a quality assurance team in a scientific or health institution.
2. Knowledge of, or experience with, laboratory processes or high-risk site operations.
3. NATA accredited (or equivalent) lead assessor training.
4. Understanding of GxP operational environments.
5. Experience with electronic QA systems such as Q-Pulse.

## **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:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas.
* **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
* **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
* **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

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 required to obtain and maintain a security clearance at negative vetting 1.

**Security Assessment and Microbiological Security Requirements for Personnel Working on the Australian Centre for Disease Preparedness (ACDP) Site:**

**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. Visit [CSIRO Online](http://www.csiro.au/) and [Australian Centre for Disease Preparedness](https://www.csiro.au/en/Showcase/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