# Position Details

## Research Projects- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Facility Manager – Werribee Animal Health Facility |
| Job Reference | 77049 |
| Tenure | Indefinite, full-time |
| Salary Range | AU$100k - AU$108k per annum, plus up to 15.4% superannuation |
| Location(s) | Werribee, Victoria |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian or New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Veterinary Animal Services Manager |
| Client Focus – Internal | 70% |
| Client Focus – External | 30% |
| Number of Direct Reports | 0 |
| Enquire about this job | Kelly Stanger via email at [Kelly.Stanger@csiro.au](mailto:Kelly.Stanger@csiro.au) or phone 03 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 Werribee Animal Health Facility (WAHF) is one of three animal facility teams within ACDP, with the Small Animal Facility and Large Animal Facility located at the Geelong site. The Facility Manager at the WAHF provides leadership in the provision of animal services to CSIRO science and research teams. The WAHF Facility Manager leads a small team which provides support for scientific research in a diverse range of laboratory and field situations. The WAHF team provides critical expertise to support ACDP’s world leading capability in disease pathogenesis, most notably in the area of emergency animal diseases (including serious zoonoses), animal infection models, breeding of genetically engineered animal lines using advanced reproductive technologies, and the development and testing of vaccines and therapeutics to prevent and/or mitigate the impact of infectious diseases.

### The Facility Manager ensures the WAHF is maintained as a disease-free facility and provides the highest standard of animal husbandry. The position is responsible for ensuring adherence to animal ethics and welfare protocols, to provide the best possible outcomes for the animals and science. The role provides leadership and management to animal technicians and husbandry staff, as well as training (as required) to other facility users. The Facility Manager ensures the facility equipment is checked and maintained to a high standard and records are kept.

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

### Duties and Key Result Areas

* Oversee the daily operations of the WAHF and ensure tasks are carried out appropriately and efficiently and to quickly implement solutions when problems arise.
* Oversee and provide leadership over all aspects of the WAHF and, along with animal technical staff, provide technical assistance to science and research activities across multiple CSIRO business units and external clients.
* Induct and train staff, contractors and students to ensure they are appropriately skilled to undertake a range of duties in the WAHF.
* 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, ensuring the WAHF supports scientific projects and is involved through project inception, project management and delivery including budgeting, logistic and assistance with Animal Ethics processes.
* Maintain animal health status and a disease-free environment within WAHF.
* Maintain the highest possible levels of animal welfare through innovation, astute observation, promotion of animal welfare principles and compliance with Animal Ethics Committee protocols and policies.
* Conduct regular equipment checks and maintain a cleaning schedule; ensuring excellent relationships are maintain with our engineering staff for prompt resolution of equipment and facility issues.
* Liaise with CSIRO Business and Infrastructure Services (CBIS) and other external parties/contractors to ensure that WAHF facilities and equipment are maintained in a state that is compliant with all relevant OGTR and Department of Agriculture regulations concerning Quarantine Approved Premises
* 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.
* Prepare, maintain, clean and disinfect/fumigate animal accommodation and post-mortem rooms as required and according to the guidelines that exist for the site.
* Lead and manage WAHF 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 respond to out of hours alarms where necessary.
* 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 Zero Harm goals.
* Other duties as directed.

## **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 two years of demonstrated achievement leading animal studies teams.
2. Demonstrated high level of scientific knowledge and competency, with a record of achievement in animal sciences and care in a research setting.
3. Demonstrated post-qualification and career-based experience working with a broad range of species, including injections and collection, euthanasia and identification.
4. A thorough understanding of relevant legislation and regulations including:
   * 1. Victorian legislation: Prevention of Cruelty to Animals Act 1986 Vic and Regulations 1997
     2. Regulatory bodies protocol and procedures: Office of the Genetic Technology Regulator (OGTR) and Department of Agriculture and Water Resources (DAWR)
     3. Industry standards: Code of Practice for the Care and Use of Animals for Scientific Purposes
     4. ISO 9001 Quality Management Systems (minimum)
5. Strong attention to detail and sound administrative skills, including good computer literacy and laboratory record keeping practises.
6. Proven experience working co-operatively as a contributor to larger project teams and networking with scientific and industry colleagues.

## **Desirable**

1. Experience with specialised laboratory and/or farm equipment.
2. Experience with animal breeding programs and application of reproductive technologies such as artificial insemination.
3. Experience working with genetically engineered (transgenic and gene edited) animals, in particular non-laboratory animals.
4. Willingness to live on-site.

## **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.

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 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.

## **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