# Position Details

## Research Consulting - CSOF6

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| The following information is for applicants |
| Advertised Job Title | Project Manager – International Program |
| Job Reference | 78171 |
| Tenure | Indefinite, full-time |
| Salary Range | AU$115k to AU$135k 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  |
| Position reports to the | Group Leader – International Program |
| Client Focus – Internal | 30% |
| Client Focus – External | 70% |
| Number of Direct Reports | 0 |
| Enquire about this job | Phoebe Readford via email Phoebe.Readford@csiro. or phone +61 3 5227 5696 |
| 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 or call 1300 984 220. |

### Role Overview

The Project Manager – International Program manages the delivery of a laboratory capacity-building project with activities in the Asia-Pacific region, particularly Indonesia. The position sits under the International Program Group Leader and is a member of the Diagnostic, Surveillance and Response (DSR) team, based at the Australian Centre for Disease Preparedness (ACDP) in Geelong, Victoria. The Project Manager – International Program liaises with partner organisations and implements project objectives and outcomes to build diagnostic capacity in Indonesia and the broader Asia-Pacific region, thereby also supporting Australia’s pre-border biosecurity. Project management responsibilities will also include completing or overseeing project reporting, monitoring and evaluation and financial management. Identification and coordination of research which complement project objectives may also be included where possible.

The ACDP International Program, partners with multiple organisations including government, non-government and specialised agencies across Asia-Pacific. Our aim is to strengthen laboratory capacity, improve quality of laboratory diagnostic services, and laboratory biosafety and biosecurity. The work undertaken is fundamental for the improvement of capability and capacity in the region for prevention, control and eradication of highly pathogenic emerging diseases and zoonotic diseases that pose a significant threat to animal and public health. The program provides diagnostic expertise and training to animal health laboratories in Asia-Pacific region, enhancing the region’s capacity for disease diagnosis and emergency outbreak response and building ongoing technical partnerships, all within a framework of Australian standards of biosafety and biosecurity.

A requirement of this role is the ability to meet ACDP microbiological security and security assessment requirements.

### Duties and Key Result Areas

* Oversee the implementation of the laboratory capacity building project in Indonesia, and activities in the Asia-Pacific region, ensuring project objectives and deliverables are met according to contracted budgets and timeframes. This includes, when possible, conducting international travel and work in-country to support project implementation.
* Implement and, where required, review project planning and reporting documents and processes, for example project logic, implementation plan, monitoring, evaluation and learning framework documents and regular internal and external reports.
* Lead and/or coordinate technical support and training by ACDP experts (virtually and, when possible, in-person) to laboratory staff in the areas of diagnostics for priority diseases, biosafety, quality management and laboratory data management.
* Participate in priority-setting processes and manage the project implementation, including supervision and skills development of locally engaged staff, to support project logistics, finances and reporting.
* In collaboration with CSIRO Finance, oversee project budgeting, financial reconciliation and reporting.
* Develop and foster relationships with valuable and influential stakeholders to facilitate strategic collaborations, advocacy and sharing of technical expertise in alignment with the ACDP International Program strategy and projects. Including initiating communication activities to support project implementation.
* Use understanding and knowledge of the client’s business, and information about their real underlying needs to conceive, identify, and where relevant, coordinate, areas of research which complement project implementation.
* Identify and participate in the negotiation (including funding) and initiation of innovative project proposals which align with the ACDP International Program strategy.
* Participate and contribute to relevant stakeholder communication activities, including representing the organisation in external scientific or technological forums (may establish and lead such forums), provide advice and information to non-scientific audiences and collaborate to publish results and investigations in scientific literature.
* Maintain confidentiality when accessing personal and commercially sensitive information.
* 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 Values, 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. A combination of qualifications and relevant work experience in either Veterinary (registerable in Australia), biological or animal health sciences or a PhD in these fields.
2. Proven experience managing, implementing and delivering successful research or development projects including application of project planning documents (e.g. project logic and monitoring, evaluation and learning frameworks) and fulfilling reporting, logistical and financial management responsibilities.
3. Demonstrated ability to accept responsibility for diagnostic and research or capacity-building projects. This includes exceptional organisational skills, ability to multi-task, coordinate complex scheduling and execute activities within required timeframes and to the clients’ expectations.
4. High level interpersonal, written and verbal communication skills including a demonstrated ability to prepare project reports, document and critique results and evaluation data, communicate effectively and build relationships with colleagues and clients from diverse cultural backgrounds in order to meet project goals and timelines.
5. Demonstrated ability to work both independently and co-operatively as a member of a larger project team and to form and maintain effective and respectful relationships with a range of colleagues and collaborators.
6. The ability and willingness to travel internationally on a regular basis (every 8-10 weeks) to deliver project work and participate in relevant regional and international meetings.

## **Desirable**

1. Experience and/or published literature in applied research in either international animal health, international development or epidemiology.
2. Experience in the application of laboratory diagnostics to mitigate, detect and respond to transboundary and emerging infectious diseases.

## **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:** 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:** 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, goal and priorities.

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.

2. Undertake a National Health Security Check (to be arranged post-commencement).

3. Obtain and maintain a security clearance at the Negative Vetting Level 1 (to be arranged post-commencement).

4. Travel internationally on a regular basis (every 8-10 weeks), where possible.

## **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