# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Animal Research Ethics Coordinator (ACDP) |
| Job Reference | 80041 |
| Tenure | Specified Term of 18 months  Full-time |
| Salary Range | AU$102,724 to AU$111,165 pa + up to 15.4% superannuation |
| Location(s) | Geelong |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Executive Manager, Social Responsibility and Ethics |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Rob McDowall (Acting Executive Manager, Social Responsibility and Ethics) via email at [rob.mcdowall@csiro.au](mailto:rob.mcdowall@csiro.au) or phone +61 7 3833 5615. |
| 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 Animal Research Ethics Coordinator (ACDP) provides leadership and support to CSIRO staff at CSIRO’s Australian Centre for Disease Preparedness (ACDP) in their attendance to ethical research activity and assists with the ethical review and approval processes for animal research within CSIRO. This role also supports CSIRO’s ACDP Animal Ethics Committee (ACDP AEC) and assists with the co-ordination of other CSIRO animal ethics committees when needed.

## The Animal Research Ethics Coordinator (ACDP) role being recruited will provide additional support to the existing Animal Research Ethics Coordinator (ACDP) over a period of 18 months and works closely with that role, the Assistant Animal Research Ethics Coordinator (ACDP), the ACDP Animal Welfare Officer, ACDP AEC Chair, Executive Manager Social Responsibility and Ethics, the Animal Research Ethics Coordinator (National), and the broader CSIRO Ethics Team.

### Duties and Key Result Areas:

*These duties will be shared with the existing Animal Research Ethics Coordinator (ACDP)*

* Provide advice and support to research staff regarding animal ethics issues in the development and design of their projects and the development and submission of ethics applications.
* Work with the ACDP AEC Chair and committee members to review ethics applications and ensure effective feedback to individual applicants within agreed timeframes for review.
* Support the administration of ACDP AEC meetings including preparation of agendas, minutes, annual reports, and payment of sitting fees.
* Request and review project progress and completion reports from Project Leaders with any identified issues followed up and managed effectively.
* Collaborate in the development and delivery of an animal research ethics awareness, training, and support program across CSIRO.
* In conjunction with the ACDP AEC Chair, ACDP Animal Welfare Officer and Executive Manager Social Responsibility and Ethics, liaise with Project Leaders and provide advice and support in regard to any issues or complaints that arise during the conduct of research.
* Manage licencing requirements of the ACDP AEC.
* Ensure the ACDP AEC and facilities are reviewed externally (as required by the Code and the relevant regulators) every 4 years. This will include assisting in the identification of suitable review panel members, responding to any issues that arise, providing feedback to the review panel, Project Leaders and the organisation as required, and implementing recommendations and agreed actions to ensure CSIRO’s compliance with all licencing requirements and the Code.
* Develop communication and other resources to support ethical research practice within CSIRO facilities (e.g. resources, newsletters, website materials, and general staff communication).
* Work with the Ethics Team to provide leadership and strategic advice on current and emerging research ethics matters.
* Maintain comprehensive ethics records including ethics database to ensure compliance with NHMRC guidelines, relevant state legislation and CSIRO policies.
* Support effective implementation of the CSIRO Animal Welfare Procedure across the organisation and compliance of CSIRO processes with the NHMRC Australian Code for the Care and Use of Animals for Scientific Purposes 8th Edition (2013) and adherence to relevant state legislation.
* Support the recruitment and induction of ACDP AEC members and their participation in meetings.
* Work effectively and collaboratively with colleagues within the Ethics Team and across CSIRO to plan and implement strategy, reach objectives, and promote ethical research practice.
* Generate improved solutions in work situations, trying creative ways to deal with problems and opportunities.
* 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.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Values, 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 teams 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. A relevant tertiary qualification in the field of biological science or veterinary science preferably at a postgraduate level, and/or equivalent experience in a research environment.
2. A history of professional and respectful behaviours and attitudes in a collaborative environment and capability to facilitate successful interactions at external and internal forums.
3. A sound understanding of animal research ethics principles and relevant state and national requirements, and the application of these principles to research.
4. A sound understanding of scientific research methods used in animal research and the use of these methods in a variety of settings, e.g. laboratory environments, field studies, breeding facilities.
5. The ability to effectively interpret policies, procedures, and guidelines in order to provide clear and consistent advice and support to staff and Animal Ethics Committees on the ethical conduct of research and regulatory obligations.
6. Excellent written and oral communication skills, including the ability to convey information and ideas clearly and succinctly to individuals and groups.
7. Demonstrated ability to professionally handle sensitive and confidential information and use appropriate judgment and discretion.
8. Strong problem-solving skills and adaptability, with a demonstrated ability to manage competing demands, deal with ambiguity, establish priorities, organise tasks and meet deadlines.
9. The ability to work effectively in a team environment, collaborate widely both internally and externally, and establish effective interpersonal relationships with a wide variety of people.
10. Demonstrated proficiency in Microsoft applications including Word, Excel, Access, PowerPoint, and Outlook, to manage workflow processes and record keeping.
11. This role may require occasional interstate travel, including overnight stays at times.

## **Desirable:**

1. Experience working with animal ethics committees in Australia.
2. Experience in the development and delivery of training and education support programs.

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 asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* ACDP - Security Assessment and Microbiological Security Requirements for Personnel Working on the Australian Centre for Disease Preparedness (ACDP) Site.
* The successful candidate may be required to obtain and maintain a security clearance.

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