# Position Details

## Research Projects- CSOF5

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| The following information is for applicants |
| Advertised Job Title | Animal Welfare Officer |
| Job Reference | 83214 |
| Tenure | Indefinite, full-time |
| Salary Range | AU$102k - AU$111k per annum, plus up to 15.4% superannuation |
| Location(s) | Geelong – Australian Centre for Disease Preparedness (ACDP), VIC |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Operations Manager |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Fiona Napier via email 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 or call 1300 984 220. |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

### Role Overview

The Australian Centre for Disease Preparedness provides diagnostic and research capability required to investigate and respond to newly emerging diseases affecting livestock and other animals.

The Animal Welfare Officer provides advice and support to the Animal Services teams at ACDP, with a primary responsibility of ensuring the welfare of animals used in research and diagnostic work at ACDP. The position provides contemporary and up-to-date technical advice and training to animal technicians in medical and surgical techniques. Through close liaison with the Animal Ethics Committee, the Animal Welfare Officer provides leadership in maintaining the standard of animal care and use across ACDP. In addition, the Animal Welfare Officer provides specialist expertise in the management of animal welfare and veterinary treatment to support research by CSIRO staff and students, and builds effective relationships across ACDP to ensure the best possible welfare and care of animals in the facility. The role requires work in the biocontainment facility at times as well as travel to other sites as required.

### Duties and Key Result Areas

## Provide veterinary advice and support to research staff regarding animal welfare issues in the development, design and implementation of their projects.

## Develop and submit proposals and ethics applications, including contributing to formal pre-review of ethics applications with animal facility team leaders.

## Coordinate and conduct regular internal audits of ACDP animal facilities, to ensure compliance of SOP’s, record keeping and reporting systems with the Australian Code, site licences, statues and best practice with a focus on driving continuous improvement to policy and/or procedural changes.

## Monitor approved research projects to ensure the care and welfare of the animals involved are proceeding in accordance with requirements specified by the Animal Ethics Committee (AEC) and relevant legislation.

## Liaise with Project Leaders and provide veterinary advice and recommendations regarding any issues that arise during the conduct of research.

## Investigate adverse events and provide animal welfare advice and reports on outcomes or recommended actions to AEC, CSIRO and where required legislative bodies.

## Provide advice for the development of new Standard Operating Procedures (SOPs) related to the care, monitoring and use of animals in research and teaching and in consultation with Facility Managers review existing procedures to ensure best practice and a consistent approach across ACDP.

## Maintain a central register of approved Standard Operating Procedures (SOPs) in consultation with the Animal Research Ethics Co-ordinator (ACDP).

## Collaborate in the development and delivery of training regarding technical procedures and animal welfare across ACDP.

## Support effective implementation of the CSIRO Animal Welfare Policy across ACDP and compliance of CSIRO processes with the NHMRC Australian Code for the Care and Use of Animals for Scientific Purposes 8th Edition (2013).

## Promote best practice in the care and use of animals in research including the development of communication and other resources for staff at ACDP.

## In conjunction with the Operations Manager and when required the National Animal Welfare Officer, provide leadership and strategic advice on current and emerging animal welfare matters.

## Work effectively and collaboratively with colleagues within the ACDP Facility, ethics team and across CSIRO to promote best practice in animal welfare and promote ethical research practice.

## Manage procedural and policy requirements for the ordering, storage, use, documentation and destruction of scheduled poisons at ACDP as covered in the Scheduled Poisons permit.

## Generate improved solutions in work situations, trying creative ways to deal with problems and opportunities.

## Abide by and promote microbiological security regulations at ACDP, being aware of and adhering to the microbiological security provisions that apply to infectious disease agents, including zoonotic agents to ensure safety and security to staff and users of the facility.

## 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. A veterinary degree registrable with the Veterinary Practitioners Registration Board of Victoria.
2. Demonstrated experience working with animal ethics committees and dealing with animal welfare issues.
3. An in depth understanding of animal research ethics principles and relevant state and national requirements, including their application to research.
4. A sound understanding of scientific research methods and the use of these methods in a variety of settings.
5. The ability to effectively interpret policies, procedures and guidelines to provide clear and consistent advice and support on animal welfare issues and the ethical conduct of research.
6. Demonstrated ability to professionally handle sensitive and confidential information and use appropriate judgment and discretion.
7. 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.

**Desirable:**

1. Experience in the development and delivery of training and education support programs.

## **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.
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. Willingness and ability to work in the biocontainment facility at times, and travel to other sites as required.

## **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