# Position Details

## Research Projects- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Proficiency Testing Officer |
| Job Reference | 84103 |
| Tenure | Specified term of 3 years, full-time |
| Salary Range | AU$87k - AU$98k pa (pro-rata for part-time) plus up to 15.4% superannuation |
| Location(s) | Geelong, Australian Centre for Disease Preparedness (ACDP), Victoria |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens only |
| Position reports to the | Team Leader, Proficiency Testing and Reference Materials |
| Client Focus – Internal | 60% |
| Client Focus – External | 40% |
| Number of Direct Reports | 0 |
| Enquire about this job | Caryll Waugh via email at [Caryll.Waugh@csiro.au](mailto:Caryll.Waugh@csiro.au) or phone 03 5227 5454 |
| 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 position of Proficiency Testing Officer assists with the production, quality assurance testing and distribution of proficiency testing and diagnostic reagents to a large range of external clients. The position contributes to the Diagnosis, Surveillance and Response Program in the Australian Centre for Disease Preparedness (ACDP), which provides diagnostic and research capability for the investigation of emergency diseases affecting livestock and other animals. The position will also contribute to the analysis and reporting of proficiency testing results, for both national and international proficiency testing schemes.

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

### Duties and Key Result Areas:

* Under the guidance of team and project leaders, organise, prepare and dispatch proficiency testing samples, reagents and reference material for serology and molecular diagnostic testing in a timely fashion.
* Operate under and help maintain the laboratory’s quality assurance and accreditation, and assist other laboratories in the establishment and maintenance of quality systems.
* Assist in the analyses of proficiency testing results and writing of reports for participating laboratories, helping to maintain and enhance the laboratory’s delivery of service to customers.
* Investigate underlying issues of complex and ill-defined problems and develop appropriate responses by adapting/creating and testing alternative solutions.
* Prioritise high volumes of work and competing priorities to ensure customer requirements are met in a timely manner.
* Abide by and promote ACDP Biorisk Management regulations and conduct work consistent with CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* 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.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. A tertiary degree in Biological Science and/or equivalent experience in laboratory diagnostic testing.
2. Recent demonstrated experience administering Proficiency Testing programs under ISO 17043.
3. Demonstrable knowledge at a professional level and experience in the requirements for quality assurance and quality systems in diagnostic testing.
4. Excellent interpersonal skills, including a demonstrated ability to actively communicate well with technical staff and engage with external clients in a professional role.
5. Demonstrated experience working in a PC3 laboratory environment.
6. Proven ability to work effectively as part of a multi-disciplinary team and carry out tasks autonomously in support of scientific research or diagnostic outputs.

## **Desirable:**

1. A record of technical competence and achievement in laboratory diagnostic testing requiring skills and an understanding of molecular (PCR) and serology (ELISA, HI) and virology.
2. Working experience with a Laboratory Information Management System data entry and reporting activities at an ISO 17025 or ISO 17043 level.
3. Experience in data analysis, report writing and comparing the performance of diagnostic assays (PCR, ELISA and HI).

## **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:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
* **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:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **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

**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).

## **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