# Position Details

## Research Projects- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Animal Services Support Officer |
| Job Reference | 86817 |
| Tenure | Specified term of 12 months – Full-time |
| Salary Range | AU$66k - AU$84k 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 | Large Animal Facility Team leader |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Sarah Riddell via email [Sarah.Riddell@csiro.au](mailto:Sarah.Riddell@csiro.au) or phone 03 5227 5353 |
| 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. |

**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 Animal Services Support Officer assists in the Biocontainment Large Animal Facility (LAF) at the Australian Centre for Disease Preparedness (ACDP), Geelong. The LAF capability is essential in supporting the Australian Animal Health Laboratory (AAHL) Diagnostic Surveillance and Response Program ‘response and research’ obligations, and also in supporting CSIRO’s Health and Biosecurity Business Unit.

The Animal Services Support Officer role supports the day to day operation of the high-level biocontainment animal facility in which activities are heavily determined by protocols to meet containment, HSE, and animal welfare regulations. The role supports scientific research on infectious diseases through the cleaning and preparation of animal rooms, maintenance of consumable stocks and equipment, waste removal, and the provision of animal husbandry.

A small team of dedicated people assist in the day to day running of the facility however many tasks involve working alone. Weekend work is involved on a roster basis and shift work may be required from time to time. All staff working in this environment must pass security, medical and psychological checks, and be vaccinated against various diseases.

### Duties and Key Result Areas

* Abide by and promote animal ethics, microbiological containment and physical security requirements at ACDP.
* Supply and maintain equipment, including testing and calibration of personal protective equipment and the assembly and maintenance of animal caging and pens.
* Distribute and maintain stocks of consumables required to run the facility (such as gloves, overalls, toiletry items, disinfectants, rubbish bags, animal fodder).
* Be responsible for cleaning and preparing rooms ready for decontamination, and assisting with decontamination procedures at the completion of experiments, then the removal of equipment following decontamination.
* Remove laboratory and animal waste generated from experiments and disposal of waste via an incinerator system in compliance with EPA regulations.
* Provide animal handling and husbandry support.
* Participate in weekend and public holiday work on a roster basis.
* Respond courteously and efficiently to client requests, maintaining clear communication regarding mutual expectations and monitoring client satisfaction.
* Under technical direction, select the appropriate methods to perform standard analyses and undertake technical tasks associated with trials, tests, measurement, reviews and investigations, including associated calculations.
* Undertake and assist in other areas of the laboratory, relative to the position and skill level as required.
* Provide instruction on, and assistance to staff with activities pertaining to the immediate work area and responsibilities, as required.
* Look for opportunities to develop original experimental methods/equipment/concepts/ideas in support of existing and further research.
* 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 scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, 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. General “handy-person” skills, and a proven ability to perform manual labour such as lifting heavy (>20kg) items safely (with training and lifting aids where appropriate), and performing physically demanding tasks such as deep cleaning.
2. Demonstrated ability to deliver effective support to a team, responding appropriately to unexpected changes in circumstances
3. Proven ability to proactively identify and resolve logistical challenges using creative solutions.
4. Demonstrated good interpersonal skills, particularly verbal and written communication and the ability to work well within and across teams.
5. Willingness and ability to undertake repetitive tasks requiring a high attention to detail, for extended periods of time.
6. A willingness and ability to work with animals infected with serious zoonotic diseases, and therefore posing a serious biological hazard, which involves wearing fully encapsulating suits connected to a clean air supply, and strict adherence to safety and biocontainment protocols (following training).

## **Desirable:**

1. Knowledge of computer systems such as SCADA.
2. Relevant trade certificate or experience in various handy person skills in farming or similar.

## **Required Competencies**

* **Teamwork and Collaboration:** Proactively seeks and considers the ideas and opinions of others from within and outside the team to help form decisions, plans or actions.
* **Influence and Communication:** Puts forward ideas by presenting factual information supported by data, definitions, examples, illustrations or other aids, which will assist in conveying meaning.
* **Resource Management/Leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
* **Judgement and Problem Solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
* **Independence:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **Adaptability:**Willingness to change ideas or perceptions based on new information, contrary evidence or other people's points of view. Prepared to try out different approaches.

**Special Requirements**

**Security Assessment and Microbiological Security Requirements for Personnel Working on the Australian Centre for Disease Preparedness (ACDP) Site**

**To be eligible for this position you must be willing and able to comply with the following:**

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 which may include (where applicable) influenza, Hepatitis b, Rabies, Japanese encephalitis, Q Fever and SARS-CoV-2 or other agents if working with certain viruses. The successful candidate will be required to provide satisfactory evidence of vaccination against certain viruses / diseases prior to commencement and/or may be expected to be vaccinated against other viruses/diseases during the course of their employment.
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. In the event of an emergency disease response, ACDP may be required to implement the Emergency Animal Disease Response Plan and personnel may be directed to work in areas other than their usual assignment in order to meet the needs of the response. This direction may include work outside usual working hours, and may require working onsite.
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 pre-employment medical (PC3).
3. Be willing to undertake a psychological assessment (if PC4 work required).
4. Undertake a National Health Security Check (to be arranged post-commencement).
5. 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