# Position Details

## Research Projects- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Proficiency Testing Technician |
| Job Reference | 89990 |
| Tenure | Specified term of 1 years, 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 | Team Leader – Proficiency Testing |
| Client Focus – Internal | 60% |
| Client Focus – External | 40% |
| Number of Direct Reports | 0 |
| Enquire about this job | Dr Caryll Waugh via email [Caryll.waugh@csiro.au](mailto:Caryll.waugh@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](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 Diagnosis Surveillance and Response Program at the Australian Centre for Disease Preparedness (ACDP) provides diagnostics and research capability required to investigate and respond to newly emerging diseases affecting livestock and other animals. The proficiency testing team provide a range of programs for assessing the competence of veterinary diagnostic laboratories and provide reagents to support quality assurance in testing laboratories. The position will contribute to the preparation of samples for veterinary diagnostics, implementation of PT programs, analysis and reporting of proficiency testing results, for both national and international proficiency testing schemes. The role also involves the production and provision of biological specimens to external laboratories, including those overseas. This can include diagnostic samples, test kits or virus specimens.

The appointee must be able to meet ACDP’s microbiological security and security assessment requirements and may be required to work in the biologically secure laboratories at physical containment level 3.

### 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.
* Work independently in a laboratory environment assisting with sample preparation and QA testing.
* 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.
* 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.
* Work collaboratively and contribute to the effective functioning of the Proficiency Testing team and other diagnostic teams in the DSR program, to meet Annual Performance Goals and other objectives.
* Maintain confidentiality when accessing sensitive information of CSIRO and/or research or commercial partners and/or customers.
* 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.
* Abide by and promote ACDP’s microbiological security regulations.
* 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. Experience conducting and coordinating sample preparation or relevant laboratory-based work, with a demonstrated ability to plan and schedule laboratory work-flow.
3. Demonstrated ability to address underlying issues of complex and ill-defined problems in a timely and technically sound manner.
4. Previous experience working both independently and co-operatively as a member of a larger project team, and ability to form and maintain effective and respectful relationships with a range of colleagues and collaborators.

**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.

## **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 (11h Security Check (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