# Position Details

## Administrative Services- CSOF6

|  |  |
| --- | --- |
| The following information is for applicants | |
| Advertised Job Title | Project Manager – Laboratory Services |
| Job Reference | 90549 |
| Tenure | Specified term of 2 years – Full-time |
| Salary Range | AU$121k to AU$142k pa (pro-rata for part-time) + 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 | Group Leader – Diagnostics and Mammalian Infectious Disease Research |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | 0 |
| Enquire about this job | Dr David Williams via email: [D.Williams@csiro.au](mailto:D.Williams@csiro.au) or phone: 03 5227 5364 |
| 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 Project Manager – Laboratory Services provides quality research support to the Australian Centre for Disease Preparedness (ACDP) scientific staff. The Project Manager role is proactive and hands-on, working directly with clients, research staff and the facility to ensure projects meet milestones and required regulatory standards. The position involves direct negotiation of project costings with clients, establishing project plans, coordinating project team meetings and overseeing the reporting of results. The position involves strong stakeholder collaboration, including direct liaison with scientific researchers and students, professional staff, senior management and external parties such as pharmaceutical companies, government departments and other research organisations. The position’s initial focus is on management of ACDP’s adventitious agent testing. Going forward, it is expected that the role will expand to include other service areas such as agent inactivation testing and diagnostic test validation.

### Duties and Key Result Areas:

* Directly liaise with clients to scope projects, provide testing quotations, establish projects and manage financial and project reporting on behalf of ACDP.
* Develop relationships with major clients and manage the reporting of results including interim updates and the drafting of explanatory comments.
* Collaborate with ACDP scientific staff to ensure that project testing schedules and costings are accurate and that the forward pipeline of adventitious agent testing contracts is resourced appropriately and communicated in advance.
* Foster positive partnerships and collaborations across ACDP and CSIRO including project scientists, Business Development, Contracts, Legal, Finance and Human Resources.
* Coordinate regular meetings of staff involved in adventitious agent testing and other relevant service areas to provide general guidance to project staff, ensure appropriate allocation of resources are in place and that competing diagnostic demands can be managed.
* Maintain a catalogue of current tests and prices, manage regular updates of testing procedures, provide technical advice and support during internal and external audits of the adventitious agent testing function, liaise with relevant government regulators about any updates or changes in testing procedures.
* Manage and provide oversight of the development and validation of new tests for adventitious agent testing, in collaboration with relevant ACDP scientific staff
* Follow all CSIRO and ACDP guidelines to ensure adherence to governance and compliance requirements.
* Identify professional development opportunities for self and others to increase skills in project management.
* Work independently to deliver results through the use and allocation of available resources.
* Liaise with clients to determine their needs and tailor solutions to potentially conflicting requirements.
* Represent ACDP at relevant external and internal forums.
* 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 Values, 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 Bachelor’s degree in a relevant field such as virology, veterinary sciences, molecular biology, biotechnology or similar.
2. Proven experience in laboratory diagnosis of microbial infections.
3. Demonstrated experience in project management including initiating, planning, delivering, evaluating and reporting.
4. Strong written and oral communication skills, including writing, content editing, critically evaluating proposals and customer reports; delivering presentations, preparing reports or briefing papers for management, and providing constructive feedback to staff.
5. Proven capacity for innovation and creativity with a commitment to continuous improvement.
6. Excellent attention to detail, particularly relating to client quotes and reports.
7. Demonstrated experience working effectively with diverse stakeholders to provide timely and practical assistance.
8. Strong interpersonal abilities, including effective stakeholder engagement skills with a demonstrated ability to build strong working relationships across a large organisation,

**Desirable:**

1. Relevant post-graduate research or project management qualifications.
2. An understanding of veterinary vaccines and the biologicals industry, and associated testing and regulatory requirements.

## **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:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas.
* **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
* **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
* **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

**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 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