# Position Details

## Research Projects- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Quality Assurance Officer in a Biomedical Materials Facility |
| Job Reference | 80324 |
| Tenure | Specified term up to 18 months  Full-time |
| Salary Range | AU$66k to AU$84k pa + up to 15.4% superannuation |
| Location(s) | Clayton VIC |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Team Leader, Biomaterials Interface Chemistry |
| Client Focus – Internal | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Jenny O’Connell via email at jenny.oconnell@csiro.au or phone +61 3 9545 2607 |
| 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 area 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

### A Quality Assurance Officer provides quality management support to research and development activities. This involves the development and implementation and/or administration of policies, systems and procedures that assist the organisation to achieve its objectives and meet government and regulatory requirements.

### The Biomedical Materials Translational Facility (BMTF) bridges a critical capability gap in the Australian Medtech value chain where many small and medium enterprises struggle to transition from R&D to a sustainable product. It provides the research infrastructure to rapidly transition new discoveries from the bench to scale-up, prototyping, pre-clinical testing, industry evaluation and adoption. To enable this capability the BMTF has a Quality Management System (QMS) certified to ISO 9001 and NATA accreditation to ISO 17025 interpreted for research with a GLP overlay.

### Duties and Key Result Areas

Under the direction of the Quality Manager, the position will:

* Participate in the review, approval and distribution of technical documents.
* Assist laboratory personnel with following quality management processes and conduct training sessions on quality management topics with new personnel.
* Maintain training records.
* Communicate with critical suppliers regarding their certification and compliance.
* Carry out receipt, inspection and inventory of incoming goods and documentation.
* Manage deviation reports, non-conformances, corrective actions / preventive actions (CAPAs) and improvement opportunities.
* Participate in internal and external audits including in laboratory areas with hazardous materials and equipment.
* Maintain electronic records in the QMS software and restrict access to commercially sensitive information of CSIRO and/or research or commercial partners.
* Undertake and complete tasks under direction, working with discretion to decide on the timing of operations within the work team’s plan.
* Maintain confidentiality when working with commercially sensitive information.
* 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, often regionally dispersed research team, and business unit 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 Making Safety Personal goals
* Other duties as directed.

## **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.

## **Selection Criteria**

#### Essential

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

1. Relevant qualification or equivalent relevant work experiences in a relevant discipline area, such as chemistry, biology, materials science, biomedical science or related disciplines.
2. An interest in quality management topics and the desire to learn new skills.
3. High-level written and oral communication skills with the ability to train colleagues and assist others with document writing.
4. High level of attention to detail coupled with the ability to maintain accurate records.
5. The ability to work collaboratively and productively with others as part of a multi-disciplinary research team.

## **Desirable**

1. Relevant work experience in quality management under ISO 17025, GLP, or a related quality system.
2. Experience with electronic document and compliance management systems (eg Q-Pulse).

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

* The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

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CSIRO is a values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* 1. People First
  2. Further Together
  3. Making it Real
  4. Trusted

Find out more about CSIRO [Manufacturing](https://www.csiro.au/en/Research/MF)