# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Assistant Animal Research Ethics Coordinator (ACDP) |
| Job Reference | 85309 |
| Tenure | Specified term of 3 years  Part-time (50%) at 18.375 hours/week |
| Salary Range | AU$87,068 to AU$98,504 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Geelong |
| 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 | Animal Ethics Team Leader |
| Client Focus – Internal | 95% |
| Client Focus – External | 5% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Corinne Alberthsen via email at [corinne.alberthsen@csiro.au](mailto:corinne.alberthsen@csiro.au) or phone +61 7 3833 5553 |
| 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 Assistant Research Ethics Coordinator (ACDP) provides administrative and other support to the animal ethics coordinators of CSIRO’s ACDP Animal Ethics Committee and CSIRO staff regarding the ethical review and approval processes for research at CSIRO. The Assistant Research Ethics Coordinator (ACDP) will work closely with the Animal Research Ethics Coordinators, Animal Welfare Officer, Animal Ethics Team Leader, Executive Manager Social Responsibility & Ethics, and the broader CSIRO Ethics Team.

This role has the potential to require occasional interstate travel, including overnight stays at times.

### Duties and Key Result Areas:

* Provide administrative support for the maintenance of comprehensive ethics records (including ethics databases) to ensure compliance with NHMRC guidelines, relevant legislation, and CSIRO policies.
* Support the provision of advice to research staff regarding ethics review and monitoring processes, and the development and submission of ethics applications.
* Work with Animal Research Ethics Coordinators (ACDP) to administer project monitoring and compliance activities (e.g., requesting project annual and completion reports from Project Leaders and identifying any issues with the Animal Research Ethics Coordinators for follow-up).
* Support the administration of committee meetings including preparation of draft agendas and minutes, catering, external visitor arrangements, annual reports, and payment of sitting fees.
* Support Research Ethics Coordinators, Committee Chairs and Committee Members in their review of ethics applications and help ensure effective feedback to individual applicants within agreed timeframes for review.
* Provide administrative and communications support regarding the delivery of internal staff training and professional development programs.
* Assist with the collection of activity data and preparation of reports to meet licencing requirements of CSIRO’s ethics committees.
* Assist with the development of communication and other resources to promote ethical research practice within CSIRO (e.g., updating resources, newsletters, maintaining currency of website materials, and general staff communications).
* Provide administrative support for the recruitment of CSIRO ethics committee members and their participation in meetings.
* Work effectively and collaboratively with colleagues within the Ethics Team and across CSIRO to support the implementation of ethics related policies and procedures, organisational and team objectives,
* Generate improved solutions in work situations, trying creative ways to deal with problems and opportunities.
* 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.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Values, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

## **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.

## **Selection Criteria**

#### Essential

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

1. A relevant tertiary qualification in the field of biological or veterinary science, and/or equivalent experience in a research environment.
2. A history of professional and respectful behaviours and attitudes in a collaborative environment and capability to facilitate successful interactions at external and internal forums.
3. The ability to effectively interpret policies, procedures, and guidelines in order to provide clear and consistent advice and support to staff on organisational requirements and ethics review processes.
4. Strong written and oral communication skills, including the ability to convey information and ideas clearly and succinctly to individuals and groups.
5. Demonstrated ability to professionally handle sensitive and confidential information and use appropriate judgment and discretion.
6. Problem-solving skills and adaptability, with a demonstrated ability to manage competing demands, deal with ambiguity, establish priorities, organise tasks and meet deadlines.
7. The ability to work effectively in a team environment, collaborate widely both internally and externally, and establish effective interpersonal relationships with a wide variety of people.
8. Demonstrated high level of proficiency in Microsoft applications including Word, Excel, Access, PowerPoint, and Outlook, to manage workflow processes and record keeping.

## **Desirable:**

1. An understanding of animal research ethics principles and relevant state and national requirements, and the application of these principles to research.
2. An understanding of scientific research methods used in animal research and the use of these methods in a variety of settings.
3. Experience working with animal ethics committees in Australia.

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

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