# Position Details

## Research Projects- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Animal Welfare Compliance Manager |
| Job Reference | 92862 |
| Tenure | Indefinite  Full-time |
| Salary Range | AU$121k - AU$142k per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Geelong – Australian Centre for Disease Preparedness (ACDP), Victoria, Australia |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | ACDP Operations Manager |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 1 |
| Enquire about this job | Contact Fiona Napier via email at [Fiona.Napier@csiro.au](mailto:Fiona.Napier@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).

**Child Safety**

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](https://www.csiro.au/en/about/policies/child-safe-policy).

### Role Overview

### The Australian Centre for Disease Preparedness provides diagnostic and research capability

### required to investigate and respond to newly emerging diseases affecting livestock and other

### animals.

### The Animal Welfare Compliance Manager provides expert animal welfare, compliance and veterinary advice, support, and oversight to research projects and staff regarding animal welfare issues throughout the development, design, and implementation of their research with animals. The position provides best practice advice on experimental proposals and animal ethics applications, including contributing to formal pre‐review of ethics applications with animal facility team leaders and researchers. Through strong onsite collaborations and close liaison with the Animal Research Ethics Team (ACDP), Animal Ethics Co-ordinator and the ACDP Animal Ethics Committee, the Animal Welfare Compliance Manager provides leadership in maintaining compliance with the Australian Code for the Care and Use of Animals for Scientific Purposes (2013) (the Code), and the high standards of animal care and use across ACDP. In addition, the role will provide input into the certified ISO 9001 management system to ensure an effective framework for the management of working with animals in research studies at ACDP. The role requires work in the biocontainment facility in Geelong as well as travel to other sites (particularly Werribee) as required.

### Duties and Key Result Areas

* Provide contemporary high-quality veterinary advice and support to research staff, which promotes best practices in the care and use of animals in research.
* Advise on experimental proposals, design, and animal ethics applications, which appropriately consider the 3Rs, including contributing to formal pre‐review of ethics applications with animal facility team leaders.
* Monitor approved research projects to ensure the care and welfare of the animals involved are proceeding in accordance with requirements of the Code, relevant legislation and any conditions specified by the Animal Ethics Committee (AEC). Liaise with Project Leaders and Facility Managers to provide animal welfare and veterinary advice including recommendations and directions regarding issues that arise during the conduct of research or animal management.
* Investigate adverse events, provide advice on best practices regarding any interventions to support animal welfare, and provide reports on outcomes and/or recommended actions to the AEC, CSIRO and where required legislative bodies.
* Provide best practice advice for the development of new Standard Operating Procedures (SOPs), frameworks and policies related to the care, monitoring and use of animals in research and training, and in consultation with Facility Managers and Quality Assurance review existing procedures to ensure best practice and a consistent approach across ACDP.
* In collaboration with the Animal Research Ethics Team support effective alignment and compliance with CSIRO’s Animal Welfare Procedure across ACDP and compliance of CSIRO processes with the NHMRC Australian Code for the Care and Use of Animals for Scientific Purposes 8th Edition (2013).
* In conjunction with the Strategic Operations Manager, and when required the Animal Research Ethics team, provide leadership and strategic advice on current and emerging animal welfare matters.
* Foster a culture of continual improvement, which ensures consistency in processes and systems to meet the needs of functional teams, customers, and regulators.
* Develop, coordinate, and conduct regular internal audits of ACDP animal facilities, to ensure compliance of SOPs, record keeping and reporting systems with the Code, AEC and relevant regulatory requirements. Ensure any areas of non-compliance are reported to the ACDP AEC and required corrective actions are appropriately followed through.
* Provide a high level of expertise and guidance to ACDP staff in complying with governmental regulations, guidelines, and internal policies.
* Collaborate in developing and delivering training regarding technical procedures, animal welfare and ethics across CSIRO.
* Abide by and promote microbiological security regulations at ACDP, being aware of and

adhering to the microbiological security provisions that apply to infectious disease agents, including zoonotic agents to ensure the safety and security of staff and users of the facility.

* Communicate openly, effectively, and respectfully with all staff, clients, and suppliers to ensure regulatory compliance and high animal welfare standards.
* 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 and diversity initiatives.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. A veterinary degree registrable with the Veterinary Practitioners Registration Board of Victoria.
2. Demonstrated experience within a scientific or health institution, with a requirement for experience in system development, implementation, and compliance framework management.
3. Demonstrated understanding of quality, compliance, regulatory and environmental processes.
4. Demonstrated experience working with animal ethics committees and dealing with animal

welfare issues.

1. Demonstrated in depth understanding of animal research ethics principles of the 3Rs, animal welfare and relevant state and national requirements, including their application to research.
2. A sound understanding of scientific research methods and the use of these methods in a variety of settings.
3. Proven ability to effectively handle sensitive and confidential information, interpret policies, procedures, and guidelines to provide clear and consistent advice and support on animal welfare issues and the ethical conduct of research.
4. Proven 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.

**Desirable:**

1. Further qualifications or formal training in animal welfare and/or laboratory animal medicine.

2. Experience in the delivery of projects and project management

3. Experience in the development and delivery of training and/or certificate IV in training and assessment

## **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 team 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:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
* **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:**

**ACDP Special Conditions:**

To be eligible for this position you must be willing and able to:

* Adhere to CSIRO ACDP microbiological security requirements, other Australian Security requirements applicable to the position and HSE policies.
* Be vaccinated against influenza, rabies, hepatitis B, Japanese encephalitis or other agents as specified if required for the role performed.

**Security Assessment and Microbiological Security Requirements for Personnel Working on the ACDP Site**

The nature of our work requires that each person working on site must comply with the conditions described below.

* The appointee is required to pass a security clearance at a level appropriate to duties of the position.  Confirmation of the appointment is subject to obtaining that clearance.
* 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 and mules, any other cloven-hoofed animal, fowls, turkeys, geese, domestic ducks, caged birds, emus or ostriches. Personnel working with diseases of aquatic animals additionally may not keep aquarium fish at their place of residence and personnel working with cane toad material must also avoid contact with amphibians.
* 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.
* Working in the barrier maintained Small Animal Facility requires avoidance of contact with additional animals such as mice, rats, guinea pigs, rabbits and poultry 3 days prior to arrival.
* Personnel must abide by Occupational Health, Safety and Environment regulations. Safety signs and directives issued by CSIRO personnel must always be complied with.
* The successful candidate will be asked to 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.
* The successful candidate will be required to obtain and maintain a security clearance at negative vetting 1
* The successful candidate may be required to undertake a pre-employment medical examination prior to 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  - CSIRO](https://www.csiro.au/en/Research/Facilities/AAHL) for more information.

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

* People First
* Further Together
* Making it Real
* Trusted