# Position Details

## Technical Services - CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Animal Services Support Officer - Werribee Animal Health Facility |
| Job Reference | 93077 |
| Tenure | Indefinite  Full-time – 5 days per week with some weekend overtime |
| Salary Range | AU$68k - AU$86k per annum, plus up to 15.4% superannuation |
| Location(s) | Werribee, Australian Centre for Disease Preparedness (ACDP), 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 | Werribee Animal Health Facility Manager |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Steph Green via email at [steph.green@csiro.au](mailto:steph.green@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 Animal Services Support Officer role will assist the team in the Biocontainment Werribee Animal Health Facility (WAHF) at the Australian Centre for Disease Preparedness (ACDP) Werribee site. The Werribee Animal Health Facility (WAHF) is a leading research facility in the delivery of PC2 research in animal disease control and animal vaccine research, with modern, flexible facilities and a highly capable team supporting diverse research and client portfolio.

The WAHF team is a core group of highly trained technical staff contributing to various animal research projects. The Animal Services Support Officer works within a small team, this newly created role provides assistance to facility operations and provision of materials and support.

The Animal Services Support Officer will have responsibilities that include providing animal husbandry care and management, assist with technical procedures, data collection and storage and liaise with Research, Veterinarian and Infrastructure (CBIS) Teams.

### Duties and Key Result Areas

* Supply and maintain equipment, including testing and calibration of personal protective equipment and the assembly and maintenance of animal caging and pens.
* Distribute and maintain stocks of consumables required to run a facility (such as gloves, overalls, bedding materials, feed etc.), including ordering of stock from suppliers using facility issued credit card, and processing of related invoices.
* Be responsible for cleaning and preparing rooms ready for decontamination and assisting with decontamination procedures after the completion of experiments and the removal of equipment following decontamination.
* Provide animal handling and husbandry support.
* Work independently and follow established procedures with limited supervision.
* Respond courteously and efficiently to client requests, maintaining clear communication regarding mutual expectations and monitoring client satisfaction.
* 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.
* Responsible for room maintenance activities such as changing of air filters and transporting bins across the facility following using approved waste flow methods.
* Responsible for facility maintenance such as operation of steam boilers and on-site liquid waste treatment plant.
* Operate a tractor for receival and unpacking of goods, slashing of paddocks, and moving equipment around site.
* Complete paperwork specific to the facility, including daily animal husbandry records, equipment monitoring logs and facility maintenance records.
* Perform manual labour such as lifting heavy items and other physically demanding tasks.
* Oversee regular facility maintenance requirements.
* Responsible for managing vehicle servicing bookings and communications.
* Provide regular reports and updates to Senior Animal Technician and Facility Manager.
* Point-of-contact and liaise with contractors and CBIS staff to ensure work requests are logged, actioned and completed as required in line with facility compliance and regulation requirements.
* Ad-hoc support to be extended to the other animal facilities across your region if required.
* Work collaboratively as part of a multi-disciplinary team and business unit to carry out tasks in support of CSIRO 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.
* Be willing, where applicable, to work across the other Animal Facilities within ACDP, including the Geelong Facility.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. A Diploma in Animal Studies or relevant experience in a similar research environment.
2. A demonstrable understanding of the Victorian Animal Code of Practice for Animal Welfare, and the Australian Code for the Card and Use of Animals for Scientific Purposes and how these are applied in a research setting.
3. Proven ability to understand animal welfare issues and rectify any identified issues without delay, including following appropriate reporting lines where necessary.
4. Demonstrated ability to deliver effective support to a team, responding appropriately to unexpected changes in circumstances.
5. Proven ability to proactively identify and resolve logistical challenges using creative solutions.
6. Demonstrated good interpersonal skills, particularly verbal and written communication, and the ability to work well across teams.
7. Willingness and ability to undertake repetitive tasks requiring a high attention to detail, for extended periods of time.
8. General “handy-person” skills, and a proven ability to perform manual labour such as lifting (>20kg) items safely (with training and lifting aids where appropriate) and performing physically demanding tasks such as deep cleaning.

## **Desirable**

1. Tractor operation experience
2. Light Rigid truck Licence

## **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.

**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/) 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