# Position Details

## Research Projects- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Project Manager – Regional Biorisk Management Training (R-BMT) |
| Job Reference | 94069 |
| Tenure | Specified Term until 30 June 2027 |
| Salary Range | AU$121,455 - AU$142,321 per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Geelong, Australian Centre for Disease Preparedness |
| 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 | Group Leader – International Program |
| Client Focus – Internal | 20% |
| Client Focus – External | 80% |
| Number of Direct Reports | 1 |
| Enquire about this job | Contact Phoebe Readford via email at phoebe.readford@csiro.au or phone +61 3 52275696 |
| 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

We seek to appoint an experienced Project Manager within the International Program, which is a part of the Diagnosis Surveillance and Response (DSR) Program at the Australian Centre for Disease Preparedness (ACDP). The DSR program provides diagnostics and research capability required to investigate and respond to new and emerging diseases affecting livestock and other animals. The ACDP International Program (ACDP-IP), partners with multiple organisations including government, non-government and specialised agencies across the Asia-Pacific to build laboratory capacity and capability in the region.

The role will involve managing a laboratory biorisk capacity building project, known as Regional Biorisk Management Training (R-BMT), in the Asia-Pacific region as part of the ACDP-IP portfolio. The Project Manager will lead the successful implementation of the project, including coordination of activities and ensuring impactful and sustainable outcomes. This will also include delivering some of the project activities such as providing advice, training and support to develop and implement appropriate biosafety and biosecurity systems in laboratories involved in the project across the Asia-Pacific.

The R-BMT Project Manager will have a highly developed understanding of, and ensure the project is aligned to relevant Australian legislation and international-recognised standards relating to work with infectious microorganisms and biosecurity goods. The role will also liaise with key partner organisations in recipient countries, and associated stakeholders and contractors, to identify collaborative opportunities and ensure positive outputs. Project management responsibilities will include completing and overseeing project reporting, monitoring and evaluation and financial management.

The role will involve working in and providing training to overseas laboratories, either in person or virtually, as required to meet the project objectives of ACDP’s International Program. Overseas work will involve regular travel (approx. 4-6 times per year) of 1-2 weeks duration, in countries primarily in the Asia-Pacific region.

The ACDP International Program, partners with multiple organisations including government, non-government and specialised agencies across the Asia-Pacific. Our aim is to strengthen laboratory capacity, improve quality of laboratory diagnostic services, and laboratory biosafety and biosecurity. The work undertaken is fundamental for the improvement of capability and capacity in the region for prevention, control and eradication of high-impact emerging and/or transboundary animal and zoonotic diseases that pose a significant threat to animal and public health.

A requirement of this role is the ability to meet ACDP microbiological security and security assessment requirements.

### Duties and Key Result Areas

* Oversee the implementation of the R-BMT project in the Asia-Pacific region, ensuring project objectives and deliverables are met according to contracted budgets and agreed timeframes. This includes, conducting international travel and leading training activities to support project implementation.
* Implement and, where required, review project planning and reporting documents and processes, for example project logic, implementation plan, monitoring, evaluation and learning framework documents and regular internal and external reports.
* Lead and coordinate technical biorisk management training to establish biorisk systems to support implementation of the project activities and achievement of outcomes which are practical and sustainable.
* In partnership with partner countries, support the development of a good biosafety and biosecurity culture in partner laboratories, including establishment of Biorisk Management committee, Biorisk Management manuals and ensuring good scientific practice and regulatory compliance.
* Remain conversant with relevant regulations in the country where working, international and Australian Standards to provide current and accurate guidance and direction to partner laboratories.
* Develop and foster relationships with valuable and influential stakeholders to facilitate implementation of the project and in alignment with the ACDP-IP strategy. This will include initiating communication activities to support implementation of the project, identify collaborative opportunities to support laboratory placements and strengthen regional laboratory networks and relationships.
* Effectively contribute to the committees and governance arrangements that support the CSIRO’s health security partnership.
* In collaboration with CSIRO Finance, oversee project budgeting, financial reconciliation and reporting.
* Willingness to travel and work in countries across the Asia-Pacific on a regular basis and enthusiasm to support biorisk management systems in low resource environments.
* Maintain connection and relationship to ACDP Biorisk Management team. Remain up to date with ACDP biorisk management systems and practices which could be relevant to laboratories in low resource environments.
* Contribute to the effective functioning of the ACDP-IP and delivery of the program’s strategic objectives. This includes participation in team meetings, Recall Weeks and review of project activities and the ACDP-IP strategy.
* Identify and participate in the negotiation (including funding) and initiation of innovative project proposals which align with the ACDP International Program strategy.
* Participate and contribute to relevant stakeholder communication activities, including representing the organisation in external scientific or technological forums, delivering presentations or detailed written reports for clients and the scientific research community.
* Act as a trusted advisor and demonstrate creativity to determine and anticipate client or project needs. Identify and adapt quickly to changes in client or project needs and changes in the external environment.
* Maintain confidentiality when accessing personal and 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, regionally dispersed team, to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policies, 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 relevant Degree and/or equivalent experience in Microbiological Sciences or biorisk management.
2. Demonstrable experience in delivering expert advice, training and support in relevant areas of science or biosafety.
3. Demonstrated ability to lead projects, including independently planning, implementing and completing the required project activities and objectives to clients’ expectations.
4. Demonstrated ability to work both independently and co-operatively as a member of a larger project team and to form and maintain effective and respectful relationships with a range of colleagues and collaborators.
5. Demonstrable experience as a specialist advisor with high level interpersonal and communication skills to foster knowledge transfer, open communication, coaching and collaboration with colleagues and clients from various cultural backgrounds.
6. Willingness and ability to regularly travel overseas, approximately 4-6 times time per year for periods of between 1-2 weeks, to deliver project work and to provide structured training for overseas collaborators.

## **Desirable**

1. Previous experience working in a laboratory under a biorisk management program or overseeing laboratory safety.
2. Previous experience working overseas, particularly in low-resource environments.

## **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 that staff must comply with:**

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 such as influenza, rabies, hepatitis B, Japanese encephalitis or other agents as specified if required for the role performed.
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. Should an emergency response situation arise, ACDP may be required to implement the Emergency Animal Disease Response Plan and personnel may need to contribute to response requirements, including after-hours work.
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:**

* 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.
* Undertake a National Health Security Check (to be arranged post-commencement).
* 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