



Australia's National
Science Agency

Strategic Facility Operations Director

Australian Centre
for Disease
Preparedness
(ACDP)

Information for applicants

Acknowledgement of Country

In the spirit of reconciliation, CSIRO acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community. We pay our respect to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today. View our [vision towards reconciliation](#)

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](#).

About CSIRO

Australia's national science agency



One of the world's largest multidisciplinary science and technology organisations



5,672+ dedicated people working across 53 sites in Australia and globally



State-of-the-art national research infrastructure



We delivered \$10.2 billion of benefit to the nation in FY22

At CSIRO (Commonwealth Scientific and Industrial Research Organisation), Australia's premier research body and National Science Agency, we do the extraordinary every day. We're a powerhouse of ideas, technologies and skills for building prosperity, growth, health, and sustainability for our customers, all Australians, and the world. [csiro.au](https://www.csiro.au).

CSIRO is one of the world's largest and most successful publicly funded research and development organisations and also one of the most multidisciplinary mission-driven research agencies in the world.

CSIRO solves the greatest challenges through innovative science and technology, and we are committed to complementing our world-class science capabilities with outcome-focussed research to generate and deliver economic, environmental, and social benefits for Australia in a global context.

CSIRO is also Australia's most trusted research institution and most connected innovator, working with most Australian universities, government and non-government agencies and major Australian industries to co-create commercialisation outcomes that deliver impact and create science-driven technologies and economic value and a better future for all Australians.

Our collaborative research turns science into solutions for food security and quality, clean energy and resources, health and wellbeing, resilient and valuable environments, innovative industries, and a secure Australia and region, securing our future national prosperity as well as environmental and social benefits.

CSIRO Strategy & Values

Our purpose is to solve the greatest challenges through innovative science and technology

The challenges we are solving

Health and wellbeing	Enhance the health of Australians through preventative, personalised, biomedical, and digital health services.
Food security and quality	Achieve sustainable security through new <u>AgriFood</u> products, technology and innovation for Australia.
A secure Australia and region	Help safeguard Australia from threats (terrorism, regional instability, pandemics, biosecurity, disasters and cyber-attacks).
Resilient and valuable environments	Enhancing the resilience, sustainable use and value of our environments, including by mitigating and adapting to the impacts of climate and global change.
Sustainable energy and resources	Build competitiveness, sustainability and security of our energy and minerals resources while heading to Net Zero.
Future industries	Help create Australia's future industries and jobs by collaborating to boost innovation performance and promote STEM skills.

Our objectives to deliver

Deliver impact through innovation	Advance Australia's commercialisation of science and deliver new value from digital innovation.
Purpose driven science and technology	Deliver impact at-scale aligned with the challenges we are solving and the portfolios of research directed to them. Invest in the right future science and technology to solve tomorrow's challenges.
Engage and empower talent	Attract world-class talent and strengthening our nation's STEM pipeline. Build a culture that makes us an employer of choice and operate in an adaptable, resilient and responsive way.
Build collaborative networks	Share our world-class national labs and facilities with industry, universities and government and harness the power of our diverse relationships for better outcomes.

Our vision is to create a better future for Australia

Our values underpinning how we work

Making it real

Trusted

People first

Further together

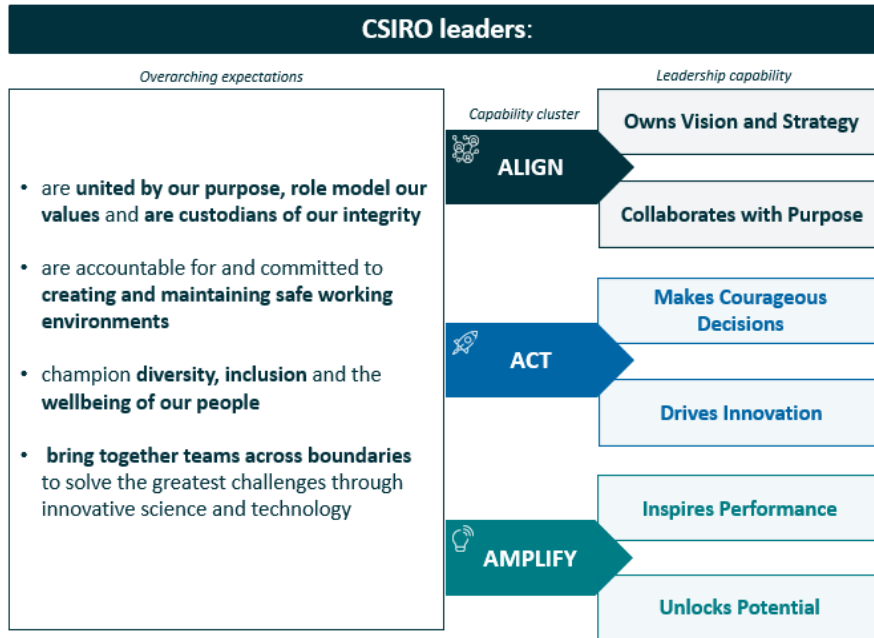
CSIRO's values are more than just words. They represent what is unique and special about CSIRO. Our values underpin not just the work we do, but how we do it, and how we interact with our colleagues and the diverse range of partners we collaborate with every day.

Please follow this link to view CSIRO's values - CSIRO

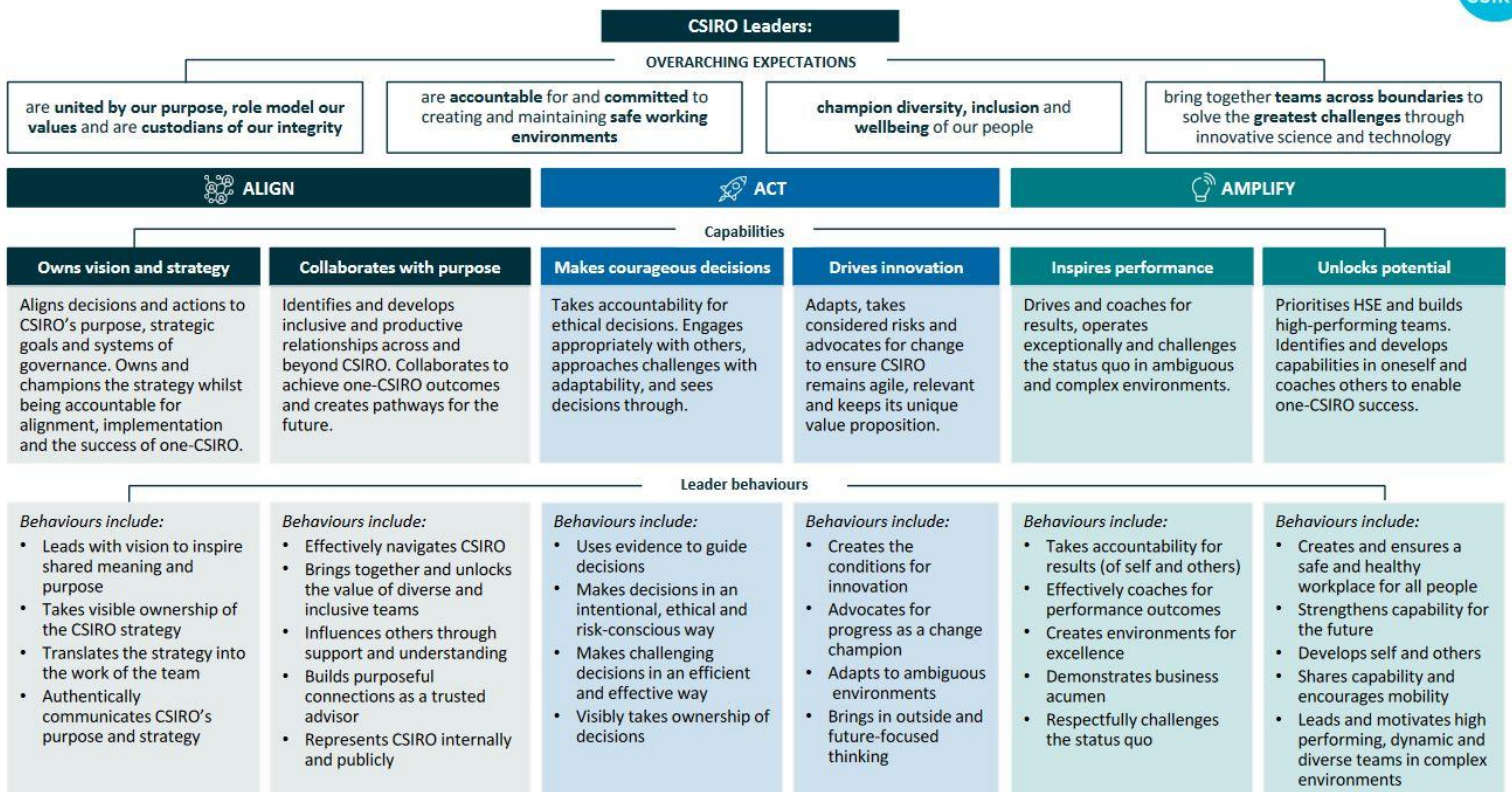


Leading@CSIRO Framework

The Leading@CSIRO Framework (below) outlines what is expected of all CSIRO leaders.



Leading@CSIRO framework



About the ACDP National Facility

The Australian Centre for Disease Preparedness - CSIRO, formally known as the Australian Animal Health Laboratory, is a critical part of national infrastructure and Australia's (and the southern hemisphere's) largest and highest level of biocontainment (PC4/BSL-4) laboratories within a purpose-built biosecurity facility in Geelong – Victoria.

The ACDP is a vital part of Australia's preparedness for disease outbreaks, providing the Australian Government and Industry groups with advice on exotic and emerging disease issues and in the general areas of biosecurity and counter-bioterrorism.

As Australia's national animal health laboratory, ACDP conducts research in animal diseases and biosecurity to help protect Australia's multi-billion-dollar livestock and aquaculture industries, and the general public, from emerging infectious animal and zoonotic disease threats and outbreaks. Its microbiologically and physically secure facilities allow teams to work safely with animal and zoonotic diseases while keeping them securely contained.

ACDP also operates as an international reference laboratory for specific diseases of concern to Australia and our region on behalf of the Australian Government, the World Organisation for Animal Health, and the United Nations' Food and Agriculture Organization, and provides support and training to strengthen biosecurity across neighbouring countries. In this capacity, ACDP maintains laboratory equipment and skills to manage complex identification with rarely utilised tests, forming a key component of Australia's preparedness to deal with an infectious disease outbreak.

Scientific research at ACDP has also investigated some of the most dangerous infectious agents in the world and ACDP have played a pivotal role in response to a number of emerging diseases, including Hendra virus, Japanese encephalitis, avian influenza and COVID-19.

ACDP operates across two sites: a high containment facility in Geelong with laboratories at Physical Containment Levels 2, 3 and 4; and a Physical Containment Level 2 animal facility in Werribee, Victoria. The main site in Geelong has over 300 staff and affiliates, while the Werribee site has less than 10. These facilities are supported by highly specialised operations teams who maintain facility biocontainment, biosafety, quality assurance, training, site security and monitoring, engineering, and infrastructure maintenance.

Constructed in 1985 and operating ever since, ACDP is now undergoing a Part-Life Refit to future-proof and refresh the existing facility and infrastructure services. Pending final stage approvals, works are expected to commence this year and continue until 2027.



For further information about the ACDP, visit our website at [Australian Centre for Disease Preparedness - CSIRO](https://www.acdp.gov.au)

About the Role: Strategic Facility Operations Director, ACDP

This is a newly created role for CSIRO and an exciting opportunity to join CSIRO's ACDP.

Position Details

Tenure	Specified Term of 3 years, full-time
Salary Range	Attractive salary package negotiable for the right candidate + up to 15.4% superannuation.
Location	Geelong, Victoria (Australian Centre for Disease Preparedness) (And with a willingness and ability to travel interstate or internationally as required).
Relocation Assistance	Will be provided to the successful candidate if required.
Applications are open to	All Candidates who meet the requirements of the role and are willing to undertake a Negative Vetting level 1 (and other potential checks, see page 12). (Visa sponsorship may be provided)
Position reports to the	ACDP/AHHL Business Unit Director (and is a member of the ACDP Leadership team)
Client Focus – Internal	80%
Client Focus – External	20%
Number of Director Reports	3 – Operations Manager; Bio Risk Manager; Animal Risk Manager (With approximately 60 staff in the wider team)

Role Overview

Reporting to the Business Unit (BU) Director ACDP, the Strategic Facility Operations (SFO) Director forms a key member of the ACDP leadership team and will be responsible for leading the formulation and implementation of the long-term strategy for the operation of the Facility, ensuring alignment to CSIRO's goals and strategy.

The Strategic Facility Operations Director at ACDP will lead the Facility Operations Program strategically to deliver outcomes and impact through effective and efficient operation and utilisation of the Facility. A key responsibility is to manage the risks inherent in the operation of the high containment facility ensuring the facility is maintained with alignment to legislative and regulatory compliance; risk mitigation, including zero-harm; high quality standards and best-practice governance.

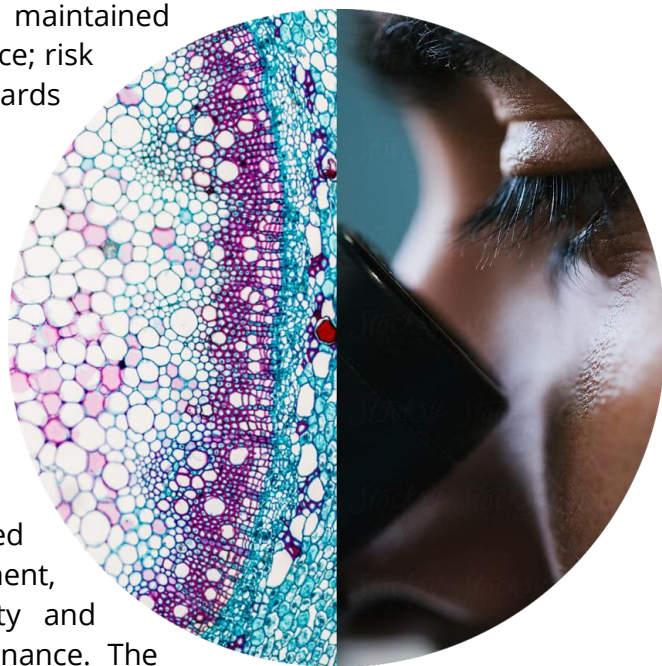
This position is also responsible for identifying and integrating current and new opportunities for facility operations to better support science delivery.

Concurrently, the SFO Director will effectively manage the Facility budget (while overseeing team and project budgets).

The ACDP facilities are supported by highly specialised operations teams who maintain facility biocontainment, biosafety, quality assurance, training, site security and monitoring, engineering, and infrastructure maintenance. The SFO Director will oversee and provide empowering leadership and support to these operations teams via their three direct reports: Bio-risk Manager; Animal Risk Manager and Facility Operations Manager (which includes health and safety and quality assurance) ensuring a high-performance and collaborative culture and the continuation of high-quality outcomes are maintained at the Facility.

The ACDP facilities can also be utilised by third parties so another element of this role will be to promote and position the scientific services and national benefits of ACDP; to enhance and maintain collaborations with key stakeholders while also identifying and maintaining relationships with pivotal national infrastructure funders, including but not limited to the National Collaborative Research Infrastructure Strategy (NCRIS). The ability to build strategic and collaborative alliances broadly within CSIRO will also be key.

ACDP played a crucial role in Australia's COVID-19 emergency response. This experience highlighted opportunities for CSIRO to explore the potential role and scope of ACDP in Australia's future, leveraging One Health capabilities across ACDP, manufacturing, digital, agriculture and health. Refurbishment plans are currently underway at ACDP, so the successful



candidate will also have the opportunity to contribute to and input into the facility refurbishment plans, thus contributing to the future of this national facility.



Duties and Key Result Areas

Facility Leadership & Operations

- Lead delivery of the ACDP Facility Operations Program, including prioritisation, direction setting, efficient and effective utilisation of facility resources and access by third parties.
- Manage legislative and regulatory compliance risks required for the National Facility.
- Maintain compliance with quality assurance standards and ensure an ethos of continual improvement.
- Ensure all potential microbiological safety, HSE and ethics incidents are promptly and effectively responded to, managed, investigated, reported and remediated.
- Assist the Business Unit Director with planning and implementation of policies.
- Maintain a science ready facility to serve the wider research community.
- Develop and maintain a comprehensive strategic overview of the risk profile and opportunities of the facility, managing identified risks and opportunities.
- Oversee the practice and adherence to ethical codes of working with animals.

Capability Leadership

- Strive for "Zero Harm" (physical and psychological) through a commitment to a healthy, safe and environmentally sustainable workplace.
- Attract, develop and retain world class talent which will meet current and future needs.
- Model appropriate and professional behaviour in the workplace and manage people matters proactively.
- Effectively lead change initiatives across the ACDP and CSIRO.
- Manage senior staff who are often experts in their own field and be responsible for fostering an environment in which staff can achieve their full potential aligning their career aspirations with the Organisation's needs.

Engagement and Partnerships

- In collaboration with the Business Unit Director, lead the formulation and implementation of long-term strategy for the operation of the Facility.
- Maintain and extend relationships with pivotal national infrastructure funders, including but not limited to the National Collaborative Research Infrastructure Strategy (NCRIS) and engagement with the ACDP part-life refit project.
- Deliver trusted advice concerning National Facility operations to key clients nationally and internationally.
- Develop and implement a comprehensive communications strategy and a stakeholder relationship plan to promote and position the scientific services provided by the National Facility in line with the ACDP vision.
- Build strategic alliances within the organisation to collaboratively execute CSIRO strategy across lines of business.

Resource Leadership

- Ensure best practice governance for utilisation of facility resources.
- Ensure effective use of physical infrastructure and resources in an environmentally sustainable way, in line with our ISO14001 accreditation.
- Effectively manage the budget for animal studies, operations and bio risk management teams. Track individual project budgets and plan team staffing/utilisation.

Other Duties

- 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 Values, Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Zero Harm goals.
- Other duties as directed.

Advert – summary of role and responsibilities

The Role

CSIRO are looking to appoint an exceptional Strategic Facility Operations (SFO) Director who brings a strong track record of leading facility operations within a similar facility (size, scale and complexity including biosecurity / biocontainment level) to ACDP.

Reporting to the Director ACDP, the SFO Director forms a key and significant member of the ACDP leadership team, responsible for strategically maintaining effective and safe operations for ACDP and its staff of over 300.

As a newly created role, the SFO Director will develop and implement the strategy for the facility operations which aligns to legislative and regulatory compliance; risk mitigation; high quality standards of HSE; animal ethics and best-practice governance, for a high containment facility, and that ensures the facility continues to operate effectively and safely.

This position is also responsible for identifying and integrating current and new opportunities for facility operations to better support science delivery, including through co-collaboration and by promoting the scientific services and national benefits of ACDP to third parties for their utilisation of the facility.

Strong business acumen with the ability to effectively manage large facility budgets will also be key.

Concurrently, the Director will provide empowering leadership and support to three large and highly specialised operations teams: biorisk management; animal studies; facility operations.

This is an exciting time to join ACDP as it is now undergoing a significant multi-year refurbishment to future proof and refresh the facility, and the successful candidate will have the opportunity to provide input into the facility refurbishment plans, thus contributing to the future of this national facility.

About You

We are seeking a Strategic Facility Operations Director who brings:

- senior leadership experience managing a large complex facility of similar size and scale to ACDP.
- experience with biosecurity / biocontainment level 3 or 4 laboratories.
- experience complying with legislative and regulatory compliance; risk mitigation; quality standards in HSE and best-practice governance.
- experience with animal ethics (will be held in high regard).
- strong interpersonal skills and a proven ability to form and maintain credible relationships with key stakeholders, both internal and external to your organisation.
- proven people leadership of large teams and with experience driving high performance and a positive team culture.
- experience establishing and operationalising visionary operations strategies.
- strong business acumen with formidable financial skills, coupled with a proven track record leading “best practice” collaborative change.

Experience (coupled with the above) in a senior leadership role in animal or public health, biological sciences or biological risk management and / or laboratory animal management (will be held in high regard), while a relevant degree qualification in one of these areas will be expected.



Selection Criteria

Essential

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

1. A degree (or equivalent experience), in conjunction with demonstrated achievement in senior leadership roles in animal or public health, biological sciences or related area, ideally with postgraduate directorial qualifications.
2. Demonstrated experience and understanding of risk management, incident response, policies and procedures, and external regulations relevant to the ACDP Facility, or similar facilities internationally.
3. Experience with biosecurity / biocontainment level 3, minimum (level 4 preferred).
4. Demonstrated strong planning, financial, project management, and change management skills, and experience at the level of a national program of comparable size and scale to the ACDP Facility.
5. Experience establishing and operationalising visionary operations strategies.
6. Proven staff leadership experience.
7. Demonstrated ability to effectively build strong relationships with staff, external stakeholders and clients at all levels and across boundaries, together with superior interpersonal, negotiation and influencing skills.
8. The ability to work effectively in a team environment, collaborate widely both internally and externally, and provide guidance to directors and staff.
9. A record of strong leadership that has contributed to or defined policy direction, strategy and prioritisation of activities across a complex facility.
10. A history of anticipating and successfully resolving complex technical, management and administrative issues, which have potential for impact at a strategic level.

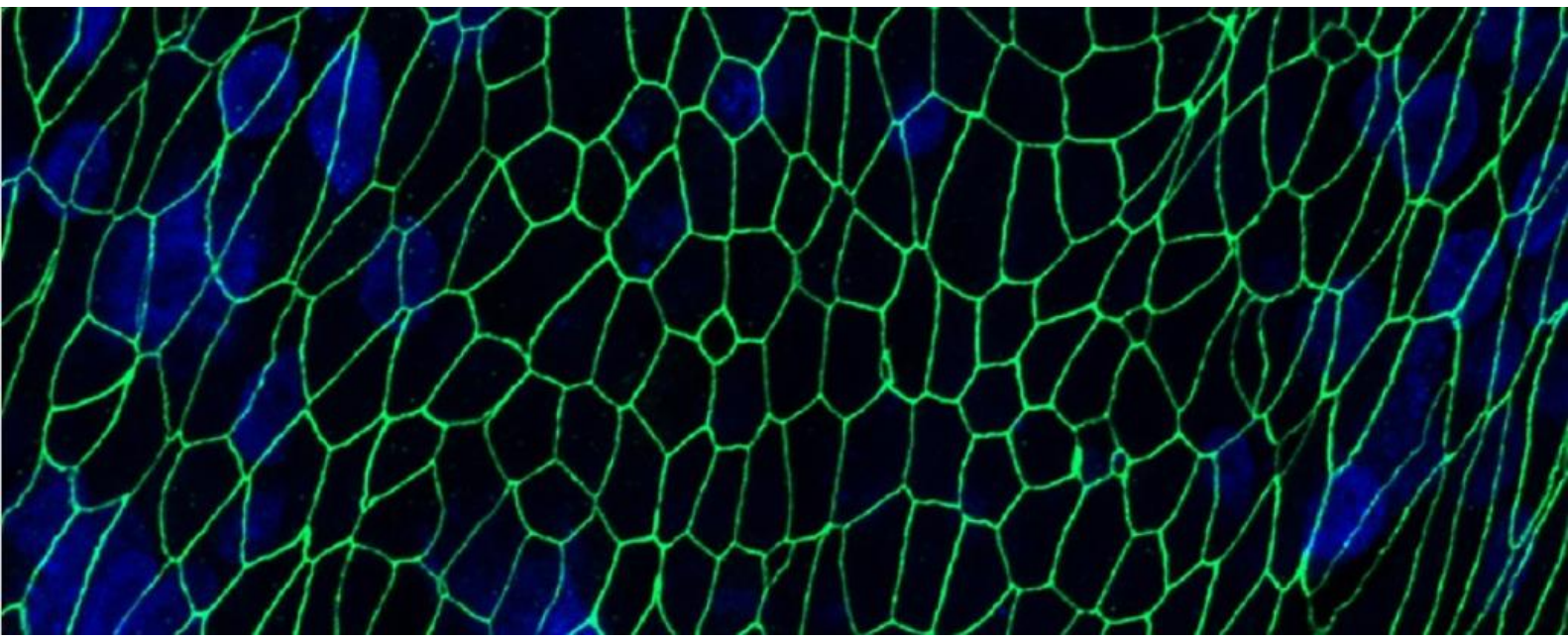
11. A history of professional and respectful behaviours and attitudes in a collaborative environment.

Desirable

1. Qualifications or experience in either biorisk management, quality assurance, laboratory animal management or workplace health & safety.

Required Competencies

- **Teamwork and Collaboration:** Creates and fosters an environment in which there is a high level of cooperation within and between teams. Facilitates positive team relationships to build interactions across Business Units and the organisation.
- **Influence and Communication:** Uses complex influencing strategies, for example, assembling strategic coalitions, building behind the scenes support and the tactical use of information to gain support.
- **Resource Management / Leadership:** Contributes to or defines Business Unit / organisational policy directions, strategic planning and operationalises the vision for staff and gains commitment to the direction chosen. Plans, seeks, allocates resources and monitors to achieve outcomes. Adopts a mentor role.
- **Judgment and Problem Solving:** Resolves major conceptual scientific, technical, commercial or management problems, which have a significant impact upon the field of research, professional function, the Business Unit or the Organisation. Situations faced have little or no precedent and require original concepts and approaches.
- **Independence:** Commits significant resources in the face of uncertainty and takes calculated risks to improve performance and achieve challenging goals. Uses personal energy to drive change strategies. Formulates and implements contingency plans to minimise the impact of potential risks. Accepts personal responsibility for the outcomes of decisions/risks taken.
- **Adaptability:** Is flexible in response to external change or when faced with external constraints. Identifies and promotes the opportunities arising as a result of change.



Special and Essential Requirements

Security Assessment and Microbiological Security Requirements for Personnel Working on the Australian Centre for Disease Preparedness (ACDP) Site - to be eligible for this position you must be willing and able to comply with the following:

1. Certain positions including those working at the ACDP microbiological secure area will require a **Negative Vetting One Security**. Confirmation of the appointment is subject to obtaining this 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 which may include (where applicable) influenza, Hepatitis b, Rabies, Japanese encephalitis, Q Fever and SARS-CoV-2 or other agents if working with certain viruses. The successful candidate will be required to provide satisfactory evidence of vaccination against certain viruses / diseases prior to commencement and/or may be expected to be vaccinated against other viruses/diseases during the course of their employment.
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 vaccination.
8. In the event of an emergency disease response, ACDP may be required to implement the Emergency Animal Disease Response Plan and personnel may be directed to work in areas other than their usual assignment in order to meet the needs of the response. This direction may include work outside usual working hours, and may require working onsite.
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:

1. 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.
2. Undertake a National Health Security Check (to be arranged post-commencement).
3. Obtain and maintain a AGSVA security clearance at the Negative Vetting Level 1 (to be arranged post-commencement). As this is a designated security assessed position and, the successful candidate will need to meet certain requirements to continue in the role, including but not limited to having at least 10 years of checkable background.
4. Travel interstate and, if required, internationally.
5. If the successful candidate is not an Australian Citizen or Permanent Resident, they may be required to undergo additional security clearances, which may include medical examinations and an international standardised test of English language proficiency (i.e. IELTS test- <https://ielts.com.au/>).

Flexible Working Arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work. Talk to us about how this role could be flexible for you. *Work life balance.*

Diversity and Inclusion

We are working hard to recruit diverse people and ensure that all our people feel supported to do their best work and feel empowered to let their ideas flourish.

We are committed to the safety and wellbeing of all children and young people.

Eligibility

Applications for this position are open to all Candidates who meet the requirements of the role and who are able to comply with the special and essential requirements listed above.

To Apply

As part of their application process, we ask that candidates provide the following:

- **Curriculum Vitae** – outlining relevant aligning career experience and key achievements.
- **Cover Letter or Executive Summary** – outlining the motivation for applying and a high level snapshot of relevant capabilities and experience. (This document should not be longer than two pages.)
- **Contact details for three Referees** – Referees will only be contacted after prior consultation with the candidate. It is the candidate's responsibility to ensure that their referees are willing to provide reports when contacted by CSIRO.

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**

For any questions not answered in the above, please feel free to contact:

Melanie Pecanek
Executive Talent Acquisition Business Partner
0487 373 780
Melanie.pecanek@csiro.au

Applications close 9am AEDT Tuesday 28th November.

We encourage early applications as we reserve the right to close the advertising early if we find our desired candidate.

As Australia's national science agency and innovation catalyst, CSIRO is solving the greatest challenges through innovative science and technology.

CSIRO. Unlocking a better future for everyone.

Contact us

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