# Position Details

## Research Projects- CSOF2

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| The following information is for applicants | |
| Advertised Job Title | cGMP Support Technician - Biologics Manufacturing Facility |
| Job Reference | 92766 |
| Tenure | Full-time / Specified term of up to 36 months |
| Salary Range | AU$51,031\_ to AU$65,779 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Clayton, Victoria |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens * Australian Permanent Residents and * Australian Temporary Residents with full work rights till the end of the contract with no Visa sponsorship support from CSIRO |
| Position reports to the | Team Leader, Upstream Processing |
| Client Focus – Internal | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | 0 |
| Enquire about this job | Fran Harding via email at Fran.Harding@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).

### Role Overview

Research Projects staff in CSIRO collaborate in scientific and technological activities with other research staff usually by assisting with detailed planning, undertaking or assisting with experimental, observational or technology development work, and in carrying out the more practical aspects of the work. The GMP Support Technician will conduct a range of practical tasks in support of GMP manufacturing operations including glassware wash-up, facility and equipment maintenance and cleaning, receipt of raw materials under the quality management system (QMS), managing inventory, and preparation of sterile materials using established sterilisation processes. The technician will work under the supervision of the facility manager and may carry out other project-specific tasks and general duties, where required.

### Duties and Key Result Areas:

* Work within Standard Operating Procedures (SOPs) of the QMS for receipt and tracking of raw materials to support GMP manufacture.
* Undertake cleaning and maintenance activities associated with autoclaves, dishwashers and laboratory equipment to ensure sterilisation and cleaning processes meet standard requirements under GMP.
* Ensuring complete attention to detail when following facility workflow processes.
* Laboratory waste disposal following Physical Containment Class 2 (PC2) and the Office of the Gene Technology Regulator (OGTR) conditions.
* Other general laboratory maintenance duties as required including ordering and stocking laboratories with standard consumables
* Comply and work under appropriate activity risk assessments (ARAs), safe work instructions (SWIs) and plant-risk assessments (PRAs).
* 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, often regionally dispersed research team, and business unit to carry out tasks in support of CSIRO scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other project-specific and general duties, as directed.

## **Selection Criteria**

#### Essential

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

1. Certificate of high school education and/or relevant technical certificate or degree in a relevant scientific field.
2. Demonstrated practical ability to undertake tasks as instructed and adhere to laboratory safety protocols.
3. Strong organising skills with the ability to prioritise competing tasks by making informed judgements and having critical attention to detail.
4. Demonstrated track record of working collaboratively within a team to achieve results.
5. Computer literacy and familiarity with MS Office applications.

## **Desirable:**

1. Prior experience in a GMP or similar regulated working environment including knowledge of documentation practices.
2. Prior experience working in clean rooms in a controlled facility.
3. Australian driver’s licence

**Required Competencies**

* **​Teamwork and Collaboration:** Demonstrates initiative, actively contributing as a team member. Supports team decisions and keeps other team members up to date about individual actions. Shares all relevant and useful information. Pitches in and helps other team members when necessary.
* **​Influence and Communication:**  Communicates basic facts in a courteous manner including posing appropriate questions to gain factual information.
* **​Resource Management/Leadership:**  Provides instruction and assists other staff to complete allocated tasks and activities.
* **​Judgement and Problem-Solving:**  Selects appropriate solutions to clearly defined problems using readily available information.  Alternatives are limited and prescribed or apparent.
* **​Independence:** Accepts personal responsibility for doing the job well. Looks for opportunities to improve the way things are done and make recommendations accordingly.
* **​Adaptability:**Accepts the need for change to work routines or technology. ​

Special Requirements

Appointment to this role may be subject to conditions including the 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.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!

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

1. People First
2. Further Together
3. Making it Real
4. Trusted

Find out more about CSIRO [Manufacturing](https://www.csiro.au/en/Research/MF)