# Position Details

## Research Consulting - CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Program Advisor – International Program |
| Job Reference | 95874 |
| Tenure | Specified Term to 30 June 2027  Full-time |
| Salary Range | AU$121,455k - AU$142,321k per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | ACDP, Geelong preferred but will consider remote working for the right candidate |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens only |
| Position reports to the | Group Leader – International Program |
| Client Focus – Internal | 30% |
| Client Focus – External | 70% |
| Number of Direct Reports | 3-4 |
| Enquire about this job | Contact Phoebe Readford via email at phoebe.readford@csiro.au or phone +61 3 5227 5696 |
| 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 a Program Advisor 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 ACDP-IP’s aims to strengthen laboratory capacity, improve quality of laboratory diagnostic services, and laboratory biosafety and biosecurity. The work undertaken is fundamental to the 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, biosecurity and food security.

The Program Advisor will provide oversight and guidance on the implementation of the ACDP-IP’s portfolio of projects across the Asia-Pacific. This includes providing technical guidance and strategic oversight to Project Managers on project implementation and also support and advice on project management, e.g. financial management, monitoring, evaluation and learning, project reporting and contract management. While not their primary role, the Program Advisor will also contribute to the delivery of strategic objectives for the ACDP-IP, including representing the Group Leader when required and identify collaborative research or capacity development projects across CSIRO and with external collaborators.

This position will engage with key project stakeholders, including attendance at project governance meetings, as required to meet project objectives. This will involve regular overseas travel (approx. 8-10 times per year) of 1-2 weeks duration, to countries primarily in the Asia-Pacific region.

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

### Duties and Key Result Areas

* Oversee implementation of the projects within the ACDP-IP portfolio, providing technical leadership and support to Project Managers to ensure project objectives and deliverables are met within agreed timeframes and budgets.
* Monitor project performance, provide oversight and guidance where required. This includes review of project financial management, monitoring, evaluation and reporting, project reporting and contract management.
* Develop and foster relationships with high level project stakeholders to influence and facilitate project implementation and success, including attendance at project governance meetings.
* Provide leadership and guidance to Project Managers on project priorities, staff allocation and delivery.
* Positively contribute to the effective functioning of the ACDP-IP and delivery of the program’s strategic objectives. This includes participation in team meetings and recall Weeks and review of program operation.
* Positively contribute to delivery of the ACDP-IP strategy, including identifying and contributing to the design of innovative project proposals aligned with this strategy and the broader CSIRO strategic objectives.
* Cultivate and maintain national and/or international collaborations and professional networks. This may include cross-CSIRO networks and external collaborators to deliver and value-add to the Group, Program and Business Unit strategy.
* Willingness to travel and work in countries across the Asia-Pacific on a regular basis, approximately every 6 weeks (up to 8-10 times per year).
* Represent the Group Leader in strategic meetings or activities when required.
* 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 Veterinary Degree registerable in Australia or a PhD (or equivalent) in microbiological sciences and demonstrated ability to utilise this knowledge to provide technical guidance and advice.
2. Postgraduate degree or demonstrable relevant experience in project management including implementation, monitoring and evaluation, financial management and reporting.
3. Previous experience managing science-based projects in low-to-middle-income countries, ideally in the Asia-Pacific region.
4. Demonstrated ability to accept responsibility for research or capacity-building projects. This includes exceptional organisational skills, ability to multi-task, coordinate complex scheduling and execute activities within required timeframes and to the clients’ expectations.
5. Demonstrated ability to foster and lead high-performing, positive and adaptable teams and to form and maintain effective and respectful relationships with a range of colleagues and collaborators.
6. Demonstrable experience as a specialist scientific 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.

## **Desirable**

1. Knowledge or previous experience working in the laboratory sector with an understanding of laboratory workflow and management.
2. A history of anticipating and successfully resolving complex technical, management and administrative issues, which have potential for impact at a strategic level.

## **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 teams 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, goal 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