# Position Details

## Research Management- CSOF7

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| The following information is for applicants |
| Advertised Job Title | ACDP Operations Manager |
| Job Reference | 96107 |
| Tenure | Indefinite, Full-time |
| Salary Range | AU$152k - AU$168k per annum (pro-rata for part-time)plus, up to 15.4% superannuation |
| Location(s) | Geelong, Victoria (Australian Centre for Disease Preparedness, ACDP) |
| 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 | ACDP Strategic Operations Manager  |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 12 |
| Enquire about this job | Contact Kellie Tighe at Kellie.Tighe@csiro.au or Nicole Poole at nicole.poole@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 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 Australian Centre for Disease Preparedness (ADCP) is one of the world’s largest microbiologically secure facilities. Owned and operated by CSIRO on behalf of the nation, ACDP helps to protect Australia’s livestock and aquatic industries, as well as its people.

The ACDP Operations Manager is an important frontline leadership role, which supports the Australian Centre for Disease Preparedness (ACDP) to meet its obligations across the functional areas of Quality Assurance, Operations, Animal Welfare, Training, Facility Access and Health, Safety, and Environment (HSE).

The ADCDP Operations Manager will lead 12 specialised staff and has a key role in ensuring the Facility:

* maintains accreditation/certification to ISO9001, ISO14001, ISO17925, ISO17043.
* adheres to safe and compliant working standards in a highly regulated environment.
* maintains a robust training framework to ensure staff competency.
* provides guidance for the use of animals in research.
* maintains a compliant emergency response plan, and
* ensures ACDP is available to external collaborators as part of its National Facility remit.

The Operations Manager will provide high level advice to the Strategic Operations Director. They will provide input into the professional management of the business units’ people, physical and financial resources through the delivery of operational planning, reporting and the provision of specialist advice related to the business units’ infrastructure/activities.

A proven ability to lead a team and interact with customers and stakeholders at both operational and senior executive level, is required. You will also have experience in development and optimisation of systems and processes, and a strong working knowledge of influencing team behaviour.

The successful person will need to understand Quality, Compliance, Regulatory and Environmental processes, and ideally have knowledge of laboratory processes and/or high-risk site operations. You will be highly organised and able to undertake a lead role in guiding and collaborating with key stakeholders from across the site and CSIRO to drive continual improvement of ACDP’s compliance culture, processes, and environmental impact.

### Duties and Key Result Areas

**Collaboration**

* Develop and facilitate positive relationships relating to the site and infrastructure including CBIS (CSIRO Business Infrastructure Services), BMG (Biorisk Management Group), and co-located functional areas and business units.
* Provide high level support and advice to the ACDP Management team on issues and interactions with key stakeholders and external parties.
* Represent ACDP in internal and external forums as appropriate.
* Ensure effective processes to facilitate access by ACDP National Facility users.

**Leadership**

* Assume line management responsibility for the QA, Training, Stakeholder Engagement and Operations functions on the ACDP site, to ensure the team is high functioning and delivers to the requirements of their roles.
* Develop and monitor governance, risk management and business continuity plans.
* Collaborate with Enterprise Support Functions to deliver and implement CSIRO initiatives and strategies.
* Model appropriate and professional behaviour in the workplace.

**Project Management**

* Oversee the integration of the site’s Quality Management System to support the broadening of scope under our current ISO 9001 certification.
* ACDP Refit project- Support the effective management and resolution of operational issues that may arise during each stage of the refit project, including working with other team roles to support change management across the site.
* Activity Based Work (ABW) – in conjunction with the Stakeholder Engagement Officer and CBIS stakeholders, facilitate the review and implementation of a suitable ABW environment for the ACDP site.

**Process Improvement**

* Optimise existing business processes to meet best practice in line with ACDP/CSIRO procedures, strategic direction, and future ways of working to improve stakeholder outcomes.
* Formally review ACDP policies and procedures which are the responsibility of the position, within the identified timelines, and update to maintain relevance and accuracy.

**Compliance**

* Enhance ACDP’s integrated Quality and Environmental Management System to ensure accreditation to current standards through the active participation in external audits.
* Enhance the coverage of ISO accreditations to cover other areas of site operations, as required.
* Coordinate ACDP governance requirements and other applicable legislative requirements not undertaken by other specialist roles at AAHL.
* Contribute to the safety of personnel based at ACDP and the external environment.
* Maintain microbiological security and compliance with relevant regulations, legislation & standards required of ACDP.
* Follow correct PPE and entry/exit requirements from suite, laboratory, or animal rooms at varied biosafety levels.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. Bachelor degree and/or relevant experience in business management, scientific research, or operations.
2. A minimum of 3 years management experience in leading and developing teams, fostering trust and new ideas in a collaborative environment, and proven ability to collaborate widely and provide guidance to staff and management.
3. Demonstrated experience of working in an organisation which has a highly developed business strategy, structures, operating models, governance, and oversight mechanisms, with key intersections and relationships across the organisation.
4. Proven ability to communicate openly and effectively and to build strong relationships with staff, stakeholders, and clients at all levels and across boundaries together with superior interpersonal, negotiation and influencing skills.
5. Demonstrated financial, planning, project and change management skills and experience at the level of national business unit of comparable size and scale to ACDP.
6. Demonstrated ability to manage competing complex demands whilst solving problems; establish or renegotiate priorities or re-assign tasks and meet deadlines.

## **Desirable**

1. Previous experience working in Quality Assurance or under a compliance framework.

## **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:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
* **Judgement 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 Requirements

**Security Assessment and Microbiological Security Requirements for Personnel Working on the Australian Centre for Disease Preparedness (ACDP) Site:**

**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.
* Some positions are required to 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/) and [Australian Centre for Disease Preparedness  - CSIRO](https://www.csiro.au/en/about/facilities-collections/acdp) if relevant for more information.

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

* People First
* Further Together
* Making it Real
* Trusted