# Position Details

## Administrative Services- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | QA Advisor |
| Job Reference | 96646 |
| Tenure | Specified term ending 02 January 2026  Full-time |
| Salary Range | AU$70,874 - AU$90,202 per annum, plus up to 15.4% superannuation |
| Location(s) | Geelong - Australian Centre for Disease Preparedness (ACDP), VIC |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens only |
| Position reports to the | Quality Assurance Team Leader |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Kathie Burkett via email [kathie.burkett@csiro.au](mailto:kathie.burkett@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).

**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 QA Advisor works with the QA Team at CSIRO’s Australian Centre for Disease Preparedness (ACDP) to provide administrative support for the quality management systems employed at ACDP, particularly ACDP’s electronic Quality Management System (eQMS) Q-Pulse and Learning Management System (SuccessFactors). ACDP has an established quality and environmental framework (Integrated Management System) and this position will work directly in supporting ACDP’s accreditations in ISO9001, ISO17025, ISO14001 and ISO17043 as well supporting the continual improvement of ACDP’s quality culture, processes, and environmental impact. The team are also required to support studies conducted according to OECD Good Laboratory Practice (GLP).

This is a hands-on quality role, and the QA Advisor will guide and collaborate with staff across a range of areas in the implementation and adoption of various ISO standards. The QA Advisor will play a key role in overall administration and optimisation of the electronic quality management systems at ACDP, particularly Q-Pulse.

### Duties and Key Result Areas

* Administer ACDP’s electronic Quality Management System (Q-Pulse) and Learning Management System (SuccessFactors).
* Act as first point of contact for quality system users across site, providing system training and support to Business Units in the use of ACDP’s electronic Quality Management Systems.
* Support the ongoing implementation, maintenance, and optimisation of ACDP’s electronic Quality Management Systems.
* Support the management and maintenance of ACDP’s quality management procedures, particularly those in relation to working within Q-Pulse.
* Assist in effectively managing and maintaining controlled documents across site.
* Support the implementation of harmonised Quality Assurance (QA) at ACDP through technical support and delivery of priority quality activities and processes and provide advice to scientific and animal teams on QMS use.
* Build and maintain strong, positive partnering relationships with customers, Business Unit partners and staff and QA corporate citizens through developing a thorough understanding of their respective QA needs and tailoring solutions.
* Support operational plans to expand existing accreditations and future accreditations in GLP, ISO 17034 and ISO 35001.
* Assist with management of external audits (regulators, sponsors, customers).
* Support Business Units in managing quality requirements and using Q-Pulse and LMS.
* Assist in the preparation of the IMS objectives and targets (KPI’s) for Senior Management which assesses the effectiveness of all elements of the integrated management system in meeting the objectives of the facility and the requirements of ISO Standards.
* Support the QA Authorised Representative and QA Team in executing all responsibilities including providing oversight and continuous improvement of the IMS.
* 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 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.

## **Selection Criteria**

#### Essential

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

1. Relevant experience in system administration, quality management, or in a similar role.
2. An Understanding of QA standards and processes such as ISO9001, ISO17025, ISO14001, ISO17043 and ISO17034, and their application.
3. Excellent skills and knowledge of Microsoft Office applications including Word, Outlook, Excel and PowerPoint, and the ability to quickly learn new systems.
4. Experience working within a quality management system framework with demonstrated ability to prepare procedures and work instructions to support consistent use of electronic quality systems.
5. Experience in quality system administration and demonstrated ability to configure, maintain and optimise new and existing quality systems.

## **Desirable**

1. An understanding of internal and external audits.
2. Experience in electronic system configuration and demonstrated ability to configure, maintain and optimise new and existing quality systems.

## **Required Competencies**

* **Teamwork and Collaboration:** Proactively seeks and considers the ideas and opinions of others from within and outside the team to help form decisions, plans or actions.
* **Influence and Communication:** Puts forward ideas by presenting factual information supported by data, definitions, examples, illustrations or other aids, which will assist in conveying meaning.
* **Resource Management/Leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
* **Judgement and Problem Solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
* **Independence:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **Adaptability:**Willingness to change ideas or perceptions based on new information, contrary evidence or other people's points of view. Prepared to try out different approaches.

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:**

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 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