# Position Details

## Technical Services- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Biorisk Support Officer |
| Job Reference | 98652 |
| Tenure | Specified Term to end 23rd June 2026  Full-time |
| Salary Range | AU$93k - AU$109k per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Australian Centre for Disease Preparedness, East Geelong, VIC 3219 |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Team Leader, Biorisk Management, BMG |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Andrew Hill via email at andrew.hill@csiro.au or phone +61 3 5227 5451 |
| 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 Biorisk Management Group (BMG) at CSIRO Australian Centre for Disease Preparedness (ACDP) is integral to delivering biosafety, biosecurity and biocontainment functionality at the ACDP Facility. The group consists of 18 specialised staff and has a key role in ensuring the continued biocontainment of the facility whilst ensuring safe and compliant working standards are adhered to in a highly regulated environment. The BMG is responsible for providing high level advice to staff and facility users on matters of biological security and safety.

CSIRO ACDP is seeking to appoint an individual with suitable scientific and regulatory experience to join our Biorisk Management Group. A successful applicant will have a relevant biological science background and will be required to support various functions for which the BMG have responsibility, such as regulatory compliance, biosafety implementation, efficacy of inactivation studies and biocontainment microbiology. The BMG work in a formally regulated environment and knowledge of working in high and maximum containment facilities will be valued accordingly. The applicant must be able to work flexibly within various functions to support and back up other team members during leave and periods of peak demand.

The position will entail aspects of both laboratory-based research and regulatory compliance and oversight. The successful applicant will be required to work in high containment (PC3) and maximum containment (PC4) laboratories with a diverse range of viruses and bacteria. BMG laboratory activities include both internally driven and commercial evaluation of inactivation methods for a range of human and animal pathogens, and research into both new and existing decontamination methods. The role will require providing close supervision and escort of external personnel who may utilise ACDP high and maximum containment laboratories. Regulatory and compliance activities include assisting the Biorisk Management Officer in external audit preparation and administrative tasks, including permit applications and processing of project submissions to the Institutional Biosafety Committee (IBC). The individual will be required to be knowledgeable in the various regulations and standards required by key government regulators under which ACDP operates and participate in auditing and inspection activities for the Facility. Applicants should also be willing to provide input into biorisk management training courses for both internal and external participants, including content development, delivery and competency assessment.

You must abide by and promote ACDP’s microbiological security regulations and conduct work consistent with CSIRO’s Equal Employment Opportunity and Occupational Health, Safety & Environment principles.

### Duties and Key Result Areas

* Undertake, as part of a small team but with frequent autonomous work, biorisk focussed research activities, including but not limited to; inactivation qualification, disinfectant efficacy, surface agent survivability. Work may be in support of facility operations; resident business units or commercial contract works in this general area. These activities will require work with various Risk Group 2, 3 and 4 animal and human pathogens at Physical Containment level 3 (PC3) and potentially PC4.
* Maintain and contribute to ACDPs register of validated inactivation methods.
* Assist in preparation of manuscripts for publication in relation to inactivation, decontamination and disinfectant studies. Present findings at relevant national and international conferences.
* Look for opportunities to develop original experimental methods/equipment/software/concepts/ideas in support of existing and further research.
* Oversee the activities of less experienced staff and or affiliates at PC3 and PC4 and provide on-the-job training, as required.
* Assist the Biorisk Management Officer (BMO) in a range of compliance activities including preparation for facility audits by key government regulators (OGTR, DAFF, SSBA). Undertaking of, and technical evaluation within administrative tasks, including the processing of import permit applications, biological material transfer approvals within ACDP and externally, IBC applications and other group-based tasks as required.
* Apply sound knowledge of relevant regulations and standards (OGTR, DAFF, SSBA, DEC) as well as Australian Standards, internal SOPs and policies to enable engagement with ACDP facility users in a manner consistent with the Biorisk Management Group role and function.
* Assist in the preparation, coordination and facilitation of biorisk management training as required.
* Provide advice and guidance in matters relating to laboratory implementation of biosecurity, biosafety, dealings with regulated materials and dual use considerations. Responding courteously and efficiently to requests, maintaining clear communication regarding mutual expectations and monitoring client satisfaction. Such interactions may be within the group, ACDP facility, wider CSIRO or with external clients.
* 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, within a facility support function across business units to carry out tasks in support of CSIRO scientific objectives.
* 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. Relevant bachelor’s degree or equivalent relevant work experience in Biological Sciences.
2. Demonstrated experience in Virology and Tissue Culture with a solid understanding of Risk Grouping of microorganisms and the risk control measures employed for safe working.
3. Proficient awareness and knowledge of Australian standards for microbiological laboratories, regulations for work with Goods Subject to Biosecurity Control and guidelines relating to dealings with Genetically Modified Organisms and standards for handling Security Sensitive Biological Agents.
4. Proven skills in experimental design, data collection, analysis, communication and presentation of research data.
5. Confidence to exert influence in support of the biological security and safety culture at ACDP.

## **Desirable**

1. Experience in biosafety and biocontainment implementation.
2. Experience working in PC3 & PC4 facilities will be highly valued.
3. Experience in decontamination, inactivation and disinfectant studies.
4. Experience with all aspects of facilitating work with genetically modified organisms and/or goods subject to biosecurity control.
5. Experience in preparation of risk assessments for handling high risk group microorganisms.
6. Experience or knowledge of the role of an Institutional Biosafety Committee (IBC).

## **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:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.
* **Resource Management/Leadership:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

Special Requirements

Appointment to this role is subject to provision of a pre-employment background check and may be subject to other security/medical/character clearance requirements.

* The successful candidate will undertake a pre-employment background check. 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 an NV1 level security clearance
* This position requires a medical and psychological assessment for working in a maximum containment PC4 environment
* 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, camelids and mules, 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 personnel working with cane toad material must 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.
* Willingness to be vaccinated against rabies, influenza, hepatitis B, Japanese encephalitis or other agents as specified.

## **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) 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