# Position Details

## Research Projects- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Quality Manager Biomedical Materials Translational Facility |
| Job Reference | 96738 |
| Tenure | Indefinite / Full-time |
| Salary Range | AU$110k - AU$119k per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Clayton, Melbourne VIC |
| 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 | Team Leader, Manufacturing |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Mark York via email at Mark.York@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 role of Research Projects staff in CSIRO is to 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 Quality Manager provides leadership in all aspects of quality management and assurance to support research and development activities. This involves the development and implementation and/or administration of policies, systems, and procedures that assist the organisation to achieve its objectives and meet government and regulatory requirements.

### The Biomedical Materials Translational Facility (BMTF) bridges a critical capability gap in the Australian Medtech value chain where many small and medium enterprises struggle to transition from R&D to a sustainable product. The BMTF provides research infrastructure and technical capabilities to enable Medtech companies to transition from the bench to scale-up, including prototyping and pre-clinical testing of devices, surface modification/ coating and point of care diagnostics. To enable this capability the BMTF has a Quality Management System (QMS) certified to ISO 9001.

### Duties and Key Result Areas

* Facilitate ongoing implementation, development, updating, and monitoring of the BMTF’s electronic quality management systems.
* Lead all accreditation processes, including facilitating both internal and external audits of laboratory areas with hazardous materials and equipment.
* Lead the review, approval, and distribution of technical documents, such as Work Instructions and Study Reports.
* Provide effective leadership in quality and risk management to assist facility users and Study Directors to continuously review their practices.
* Assist laboratory personnel with following quality management processes, including induction of new personnel and conducting training sessions on quality management topics.
* Maintain training records in accordance with the QMS.
* Manage archiving and electronic backup of documents and records in accordance with the QMS.
* Communicate with critical suppliers regarding their certification and compliance.
* Carry out receipt, inspection and inventory of incoming goods and documentation.
* Manage deviation reports, non-conformances, corrective actions / preventive actions (CAPAs) and improvement opportunities.
* Maintain electronic records in the QMS software and restrict access to commercially sensitive information of CSIRO and/or research or commercial partners.
* Maintain confidentiality when working with 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 research 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 and diversity initiatives.
* Other duties as directed, including contributions to CSIRO’s wider Quality Community of Practice.

## **Selection Criteria**

#### Essential

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

1. Relevant bachelor’s or higher degree or equivalent relevant work experience in a relevant discipline area, such as chemistry, biology, materials science, biomedical science or related disciplines.
2. Experience of quality management within a research and/or development environment and the desire to learn new skills.
3. High level written and oral communication skills with the ability to train colleagues, assist others with document writing.
4. First-hand experience in preparing for and providing representation in external audits by regulatory bodies.
5. High level of attention to detail coupled with the ability to maintain accurate records.
6. The ability to work collaboratively and productively with others as part of a multi-disciplinary research team.

## **Desirable**

1. Relevant work experience in quality management under ISO 9001 or a related quality system.
2. Experience with electronic document and compliance management systems (e.g. Q‑Pulse).
3. Experience developing, implementing, and maintaining quality management systems.
4. Experience with managing others in a quality role.

## **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 team 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:** 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:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
* **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.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [Manufacturing](https://www.csiro.au/en/work-with-us/industries/manufacturing) 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