# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Executive Officer – Australian Centre for Disease Preparedness (ACDP) |
| Job Reference | 101000 |
| Tenure | Indefinite, Full-time |
| Salary Range | AU$131,113 to AU$153639 plus up to 15.4% superannuation |
| Location(s) | Onsite Geelong – Australian Centre for Disease Preparedness (ACDP) - Wadawurrung Country |
| Relocation Assistance | May be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Director, ACDP |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job |  |
| 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) |

### Role Overview

The Australian Centre for Disease Preparedness (ACDP) helps protect Australia’s multi-billion-dollar livestock and aquaculture industries, and the general public, from emerging infectious disease threats. It is a high-containment facility designed to allow scientific research into the most dangerous infectious agents in the world.

The Executive Officer works closely with the ACDP Directorate to provide high level support for the management and administration of the ACDP facility. The Executive Officer is a critical member of the ACDP’s Management Team and will coordinate inputs to internal and external reports, and formulate and prepare a range of strategic communications.

This role would suit a person who is curious, professional and tactful, detail oriented and willing to ensure outcomes are achieved in ambiguous situations.

Strong relationship management skills are essential, particularly in building trust and collaboration across ACDP’s internal teams, including scientific, operational, and administrative staff. The Executive Officer must work seamlessly with the administrative team to ensure coordinated and effective service delivery.

### Duties and Key Result Areas

**Issues Management**

* Provide high level support and advice to the ACDP Directorate relating to interactions with key stakeholders and external parties.
* Prepare and review correspondence, applications, presentations and reports that deal with complex or sensitive matters, maintaining confidentiality as required.
* Prioritise issues for the Director's attention and provide briefing notes/reports to facilitate effective action. Identify emerging and unforeseen issues requiring management intervention and develop appropriate responses.
* Analyse complex or ambiguous issues, develop appropriate responses, and make sound decisions under pressure or with limited information.

**Coordination & Planning**

* Independently formulate, coordinate & prepare responses to internal and external information requests, and reporting requirements. This includes a wide range of scientific, strategic, and government communications, including complex reports, analyses, plans, and briefings.
* Project manage sensitive or complex Research Unit activities.
* Plan and coordinate key Research Unit leadership meetings, workshops or other events.
* Identify emerging opportunities requiring Management’s attention and facilitate actions to peruse as appropriate.

**Compliance**

* Coordinate Research Unit compliance with CSIRO processes and governance requirements.
* Provide oversight of the Research Unit risk management framework.

**Other Duties**

* Communicate clearly and respectfully with staff, clients, and stakeholders to support collaboration and uphold CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary team, often utilising various CSIRO networks 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 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. Tertiary qualifications in a relevant field (preferably biological or animal sciences) or equivalent experience in an area relevant to ACDP.
2. Excellent written communication skills, showing evidence of ability to independently formulate and prepare a wide range of scientific, strategic and government communications including complex reports, analyses, plans and briefings.
3. Very strong analytical and decision-making skills, with the proven ability to investigate complex or ill-defined problems, develop appropriate responses, and make sound decisions in ambiguous or urgent situations with limited information.
4. Demonstrated high-level organisational skills including the ability to independently manage competing complex demands, establish or renegotiate priorities and meet deadlines.
5. A confident and pro-active approach with a proven ability to work effectively in a dynamic executive team environment, and to collaborate widely both internally and externally
6. Demonstrated experience in successful project management, including planning, engagement, monitoring and reporting.

## **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:** 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:** 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, goals 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:**

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).

4. Be able and willing to undertake occasional interstate travel.

## **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