# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Strategic Operations Executive Manager |
| Job Reference | 101338 |
| Tenure | Indefinite, Full-time |
| Salary Range | AU$131,113 to AU$153,639 pa + up to 15.4% superannuation |
| Location(s) | Geelong, Victoria (minimum 4 days per week onsite) |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens only |
| Position reports to the | Strategic Facility Operations Manager |
| Client Focus – Internal | 85% |
| Client Focus – External | 15% |
| Number of Direct Reports | 0 |
| Enquire about this job | Allen Roberts via email at allen.roberts@csiro.au or phone +61 03 5227 5150 |
| 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) |

**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).

**About CSIRO’s Australian Centre for Disease Preparedness**

CSIRO’s Australian Centre for Disease Preparedness (ACDP, formerly known as the Australian Animal Health Laboratory) is a critical part of national infrastructure, providing Australia’s highest level of biocontainment within a purpose-built biosecurity facility in Geelong, Victoria.

As Australia’s national animal health laboratory, ACDP’s work protects Australia’s multi-billion-dollar livestock and aquaculture industries, and the general public, from emerging infectious animal and zoonotic disease threats. Its microbiologically and physically secure facilities allow teams to work safely with animal and zoonotic diseases while keeping them securely contained.

### For further information about ACDP, visit our website at [Australian Centre for Disease Preparedness - CSIRO](https://www.csiro.au/en/about/facilities-collections/acdp)

### Role Overview

## The role of Administrative staff in CSIRO is to provide administrative and management services to support the effective provision of research and development activities. This involves the development and implementation and/or administration of policies, systems and procedures that assist the Organisation and the Business Unit to achieve their objectives and meet Government and regulatory responsibilities.

As a key member of the team, this role will be responsible for delivering projects that ensure the effective and safe operations of ACDP, while also maintaining the facility's compliance with all relevant legislation and regulations. The Strategic Operations Executive Manager will support the Strategic Facility Operations Director (SFOD) by leveraging their exceptional communication, leadership, and problem-solving skills. Core duties include managing processes and timelines for project management, coordinating internal/external reporting and facilitating communication, both within the ACDP and with external stakeholders. This will require management of complex projects with different stakeholders with competing priorities of time, budget and scope. The role will comprise a mix of planning, coordination and communication tasks requiring both teamwork and the ability to work independently. This role will include streamlining existing processes for greater efficiencies.

The appointee must be able to meet ACDP’s microbiological security, security assessment requirements and work from the site at least 4 days per week.

### Duties and Key Result Areas

* Contribute to the design, implementation and monitoring of processes that ensure the effective operation of the ACDP.
* Plan, execute and oversee operational and strategic projects for the achievement of the Facility’s goals
* Establish and maintain networks beneficial to the achievement of ACDP’s regulatory and legislative requirements
* Provide strategic advice to, the SFOD and have significant independence of action.
* Maintain a sound understanding of the AAHL and H&B Research Unit goals and activities.
* Contribute to ACDPs strategic decisions and ensure project outcomes align with the goals of the facility and with broader CSIRO goals.
* Contribute to and influence site policy.
* Application of effective problem-solving skills to ensure projects are successfully delivered and remain applicable to ACDP’s needs.
* 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. Tertiary qualifications in a relevant field or equivalent management/leadership experience in an area relevant to ACDP.
2. Demonstrated experience in successful project management, including planning, engagement, monitoring and reporting.
3. Highly developed time management and organisational skills with the ability to prioritise demands to manage multiple tasks and deadlines.
4. Excellent communication and people skills
5. Demonstrated ability to work collaboratively as a member of the Strategic Facility Operations team and more broadly with CBIS, AAHL, H&B, HSE, CSIRO and external stakeholders.
6. Ability to meet ACDPs Microbiological and Security requirements
7. Ability to be located on the ACDP site a minimum of 4 days per week

## **Desirable**

1. Previous experience working within a highly regulated working environment
2. Strong business acumen and organisational sensitivity
3. Strong leadership and management skills

## **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**

**To be eligible for this position you must be willing and able to comply with the following:**

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 which may include (where applicable) influenza, Hepatitis b, Rabies, Japanese encephalitis, Q Fever and SARS-CoV-2 or other agents if working with certain viruses. The successful candidate will be required to provide satisfactory evidence of vaccination against certain viruses / diseases prior to commencement and/or may be expected to be vaccinated against other viruses/diseases during the course of their employment.
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. In the event of an emergency disease response, ACDP may be required to implement the Emergency Animal Disease Response Plan and personnel may be directed to work in areas other than their usual assignment in order to meet the needs of the response. This direction may include work outside usual working hours, and may require working onsite.
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