# Position Details

## Administrative Services – CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Training Systems Officer |
| Job Reference | 98982 |
| Tenure | Specified Term of 3 years  Full-time |
| Salary Range | AU$73,567 – AU$93,630 per annum plus up to 15.4% superannuation |
| Location(s) | Geelong, VIC – Australian Centre for Disease Preparedness (ACDP) |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Research Operations Manager |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Andrea Weir via email at [andrea.weir@csiro.au](mailto:andrea.weir@csiro.au) or phone +61 3 5227 5000 |
| 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 Training Systems Officer role is to facilitate training and compliance required by the Australian Centre for Disease Preparedness (ACDP). This involves the administration and maintenance of the site’s electronic Learning Management System (LMS) and support of policies, systems and procedures that assist ACDP to achieve the required regulatory and compliance responsibilities.

As part of the Operations team based at ACDP Geelong, this role will contribute to the facilitation of training across microbiological containment, regulatory standards and role-specific competencies as required by facility staff and external associates.

### Duties and Key Result Areas

* Under limited supervision, undertake a range of administrative tasks to successfully administer ACDP’s electronic Learning Management System (LMS), including report generation, documentation management and resolution of issues identified by users.
* Act as point of contact for LMS users across site, providing training support and advice to Business Units in the use of ACDP’s electronic Learning Management Systems.
* Support the ongoing implementation, maintenance and optimisation of ACDP’s LMS.
* Maintain ACDP’s training documentation, including site-based training matrix.
* Support the development of training material for activities undertaken at ACDP and the delivery of on-site training.
* Administer the training reporting system to identify, record and monitor training requirements and completions, security clearances and competency documentation for staff and visitors at ACDP.
* Undertake general administrative tasks including using various software applications to assist in the development and maintenance of training materials and records.
* Assist in the delivery of the ACDP induction process, including the presentation of training material and administrative tasks relating to the induction framework.
* Build and maintain strong, positive relationships with facility users and staff through developing a thorough understanding of their training and compliance needs.
* Support Business Units in managing corporate learning requirements and using the LMS.
* 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 degree and/or equivalent experience in training and development, or in a similar role.
2. Demonstrated experience in learning management system administration, and proven ability to configure and maintain existing electronic systems. (e.g. experience working as a Training Co-ordinator, System Administrator or similar role).
3. Demonstrable experience as an advisor and contributor to teams and networks of scientific and/or industry colleagues, with a proven ability to foster a culture of knowledge transfer, open communication, coaching and collaboration.
4. Strong communication and interpersonal skills, as well as the ability to work with a range of stakeholders in a dynamic team.

## **Desirable**

1. Experience conducting training under a quality framework and associated procedures.
2. An understanding adult learning principles.
3. Experience in Learning and Development.

## **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

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 be required to:**

1. 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.

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).

***Security Assessment and Microbiological Security Requirements for Personnel Working on the Australian Centre for Disease Preparedness (ACDP) Site:***

*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.*

## **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