# Position Details

## Research Projects- CSOF2

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| The following information is for applicants | |
| Advertised Job Title | Laboratory Assistant – Autoclave & Wash-Up Services |
| Job Reference | 100603 |
| Tenure and work schedule | Indefinite; Full-time |
| Salary Range | AU$59,071 to AU$71,010 pa + 15.4% superannuation |
| Location(s) and office arrangements | On Site; Black Mountain, ACT |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens * Australian Permanent Residents |
| Position reports to the | Research Support Manager |
| Client Focus – Internal | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Stephanie Haboury via email at stephanie.haboury@csiro.au or phone +61 2 6246 5426 |
| Support and workplace adjustments | We offer a range of reasonable supports and workplace adjustments. Please let Laura Mason know via [Careers.Online@csiro.au](mailto:Careers.Online@csiro.au) if we can help you to equitably participate in our recruitment process or the role itself. |
| 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**

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

As one of the world’s largest multidisciplinary mission-driven research organisations, we are focused on the issues that matter the most: for our quality of life, for the economy and for our environment. We believe diverse teams are more effective and deliver more innovative outcomes. When we all focus on the big things that really matter, and work in partnership with our communities and [Indigenous Australia](https://www.csiro.au/research/indigenous-science), Australian science and technology can solve seemingly impossible problems and create new value for all Australians. Visit [CSIRO.au](https://www.csiro.au/) for more information.

### Role Overview

### The role of Technical Staff at CSIRO is to provide critical support for scientific research across a wide range of laboratory and field environments. This support involves applying standard technical practices and, where appropriate, contributing to the development of new approaches. The position operates within a centralised service team and plays an essential role in ensuring the success of various research projects.

### As a member of the Agriculture and Food Business Unit’s Operations Team, the Research Support Officer will contribute to the day-to-day functioning of laboratory and facility operations. The role supports a range of research programs and activities, helping to maintain a clean, safe, and efficient working environment and ensuring the seamless delivery of technical services to research staff.

### Duties and Key Result Areas

* Collect, clean, sterilise, and redistribute laboratory glassware and consumables daily.
* Refill and sterilise consumables such as tip boxes, glass jars, and pipettes.
* Ensure efficient operation of the laboratory, including regular lifting of up to 15kg.
* Prepare basic laboratory media (e.g., LB media, TAE buffer).
* Safely collect and dispose of laboratory waste in compliance with PC2 and OGTR standards.
* Maintain the wash-up area, including equipment upkeep, cleanliness, and stock levels.
* Liaise with the Research Support Manager regarding equipment maintenance, repairs, and ordering.
* Communicate respectfully and effectively with colleagues and stakeholders.
* Provide on-the-job training and guidance to less experienced staff, when required.
* Comply with CSIRO’s Code of Conduct, Health, Safety and Environment procedures, and organisational values.
* Perform other duties as directed.

## **Selection Criteria**

#### Essential

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

1. Understanding of laboratory environments and sterilisation processes.
2. Physical capacity to lift up to 15kg, walk, bend, and perform repetitive movements.
3. Proven ability to follow instructions and safety protocols to ensure personal and workplace safety.
4. Effective verbal and written communication skills.
5. Strong team player with the ability to work cooperatively and respectfully with others.
6. Ability to manage time and competing priorities while using initiative and sound judgement.

## **Desirable**

1. Demonstrated experience or knowledge of the use of autoclaves and labware washing machines.
2. Prior experience working in a PC2 environment.

**Not sure if you meet all the criteria?**

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don’t let the list discourage you. If you are unsure about applying, please reach out to the contact on page 1 of this document so we can discuss the role further.

## **Required Competencies:**

* **Teamwork and Collaboration:** Demonstrates initiative, actively contributing as a team member. Supports team decisions and keeps other team members up to date about individual actions. Shares all relevant and useful information. Pitches in and helps other team members when necessary.
* **Influence and Communication:** Communicates basic facts in a courteous manner including posing appropriate questions to gain factual information.
* **Resource Management/Leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
* **Judgement and Problem Solving:** Selects appropriate solutions to clearly defined problems using readily available information. Alternatives are limited and prescribed or apparent.
* **Independence:** Accepts personal responsibility for doing the job well. Looks for opportunities to improve the way things are done and makes recommendations accordingly.
* **Adaptability:**Accepts the need for change to work routines or technology.

**Setting you up for success**

We understand that not everyone works in the same way and sometimes people may require reasonable support and adjustments to perform at their best. Whether related to the recruitment process and or the role itself, this may include options such as providing different methods of communication, flexible hours or physical adjustments to work methods. If you feel comfortable, we encourage you to share any support and adjustments you may need to carry out the inherent requirements of the role. Please let us know via contact details on Page 1 if we can help you to equitably participate in our recruitment process or the role itself.

**Life at CSIRO and flexible working arrangements**

We [work flexibly at CSIRO](https://www.csiro.au/en/careers/life-at-csiro/Flexible-work), offering a range of options for how, when and where you work.  We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, [benefits](https://www.csiro.au/en/careers/life-at-csiro/Benefits) and [career development](https://www.csiro.au/en/careers/life-at-csiro/Career-development) opportunities. To learn more, visit [Careers at CSIRO](https://www.csiro.au/en/careers).

We celebrate the uniqueness of our workforce and are committed to creating [diverse and inclusive teams](https://www.csiro.au/en/careers/life-at-csiro/Diversity-inclusion-belonging) where everyone feels they belong. CSIRO is an equal employment opportunity organisation dedicated to recruiting people based on merit, and reflecting the diversity of the community we serve. We recognise true diversity encompasses all ages, nationalities, abilities, cultures, genders, sexualities, faiths, levels of education, diversity of thought and many more aspects of identity. By empowering diverse teams, our community is reflected in the solutions we create.

**CSIRO values**

CSIRO is a values-based organisation committed to values-based leadership.

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| **Value** | **Descriptor** | **Behaviour** |
| **People first** | Our priority is the safety and wellbeing of our people. We believe in, and respect, the power of diverse perspectives. We seek out and learn from our differences. | * Respectful * Caring * Inclusive |
| **Further together** | We achieve more together than we ever could alone. We listen and collaborate, in teams, across disciplines, across boundaries. We embrace ambiguity and use discussion and persistence to generate unique solutions to complex problems. | * Accountable * Authentic * Courageous |
| **Making it real** | We do science with real impact. We thrive when taking on the big challenges facing the world. We take educated risks and defy convention. We celebrate successes and failures and leverage them to learn as we strive to be the force for positive change. | * Partnering * Cooperative * Humble |
| **Trusted** | We’re driven by purpose but remain objective. We fight misinformation with facts. We earn trust everywhere through everything we do. We trust each other and we hold each other accountable. Together our actions drive Australia’s trust in CSIRO. | * Curious * Adaptive * Entrepreneurial |

**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).

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

* The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.