# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants |
| Advertised Job Title | Senior Animal Research Ethics Coordinator (ACDP) |
| Job Reference | 98650 |
| Tenure | 3 yearsFull-time |
| Salary Range | Attractive salary to be negotiated + 15.4% superannuation |
| Location(s) | Geelong, Victoria  |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Animal Ethics Team Leader |
| Client Focus – Internal | 85% |
| Client Focus – External | 15% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Corinne Alberthsen via email at corinne.alberthsen@csiro.au or phone +61 7 3833 5553. |
| 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 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 Senior Animal Research Ethics Coordinator (ACDP) provides leadership and support to CSIRO staff at CSIRO’s Australian Centre for Disease Preparedness (ACDP) in their attendance to ethical research activity and assists with the ethical review and approval processes for animal research within CSIRO. This role also supports CSIRO’s ACDP Animal Ethics Committee (ACDP AEC) and assists with the co-ordination of other CSIRO animal ethics committees when needed.

## The Senior Animal Research Ethics Coordinator (ACDP) role being recruited will provide additional support to the Animal Ethics Team Leader to assist with managing licencing arrangements, change management initiatives and local supervision of the daily operations of the team at ACDP. The role works closely with, the Animal Research Ethics Coordinator (ACDP), Assistant Animal Research Ethics Coordinator (ACDP), the ACDP Animal Welfare Officer, ACDP AEC Chair, the Animal Research Ethics Team Leader and the broader CSIRO Ethics and Integrity Team.

### Duties and Key Result Areas

* Provide advice and support to research staff regarding ethics issues in the development and design of their projects and the development and submission of ethics applications.
* Work with the ACDP AEC Chair and committee members to review ethics applications and ensure effective feedback to individual applicants within agreed timeframes for review.
* Manage the requirements for annual project progress and completion reports from Project Leaders with any identified issues followed up and managed effectively.
* Manage local level change management initiatives e.g introduction of new electronic ethics management system and improvement plans to support best practice and programs of work.
* Support communication with ACDP Management and sub committees to ensure effective communication regarding ethics issues and prioritisation of urgent matters for review.
* Collaborate with the CSIRO Ethics and Integrity Team in the development and delivery of an animal research ethics awareness, training, and support program across CSIRO.
* In conjunction with the ACDP AEC Chair, ACDP Animal Welfare Officer and Animal Ethics Team Leader, liaise with Project Leaders and provide advice and support in regard to any issues or complaints that arise during the conduct of research.
* Manage licencing requirements of the ACDP AEC including annual reporting of animal use numbers and SPPL licence obligations and changes.
* Assist the Animal Ethics Team Leader with the management of the ACDP AEC external review (as required by the Code and the relevant regulators) every 4 years.
* Provide local supervision of the daily operations of animal ethics team members located at ACDP.
* Develop communication and other resources to support ethical research practice within CSIRO facilities (e.g. resources, newsletters, website materials, and general staff communication).
* Work with the Animal Ethics Team to provide leadership and strategic advice on current and emerging research ethics matters.
* Maintain comprehensive ethics records including ethics database to ensure compliance with NHMRC guidelines, relevant state legislation and CSIRO policies.
* Support effective implementation of the CSIRO Animal Welfare Procedure across the organisation and compliance of CSIRO processes with the NHMRC Australian Code for the Care and Use of Animals for Scientific Purposes 8th Edition (2013) and adherence to relevant state legislation.
* Manage the recruitment and induction of ACDP AEC members and their participation in meetings.
* Work effectively and collaboratively with colleagues within the Ethics and Integrity Group, Integrity Unit and across CSIRO to plan and implement strategy, reach objectives, and promote ethical research practice.
* Generate improved solutions in work situations, trying creative ways to deal with problems and opportunities.
* 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.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Values, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. A relevant post-graduation tertiary qualification in the field of biological science, veterinary science, animal welfare, or ethics and/or equivalent combination of qualifications and experience in a research environment.
2. A history of professional and respectful behaviours and attitudes in a collaborative environment and capability to facilitate successful interactions at external and internal forums.
3. An in-depth understanding of animal research ethics principles, relevant state and national requirements, and the application of these to research and the role and function of animal ethics committees in Australia.
4. An excellent understanding of scientific research methods used in animal research and the use of these methods in a variety of settings, e.g. laboratory environments, field studies, breeding facilities.
5. The ability to develop and effectively interpret policies, procedures, and guidelines in order to provide clear and consistent advice and support to staff and Animal Ethics Committees on the ethical conduct of research and regulatory obligations.
6. Experience in managing change initiatives to support best practice.
7. Excellent written and oral communication skills, including the ability to convey information and ideas clearly and succinctly to individuals and groups.
8. Demonstrated ability to professionally handle sensitive and confidential information and use appropriate judgment and discretion.
9. Strong problem-solving skills and adaptability, with a demonstrated ability to manage competing demands, deal with ambiguity, establish priorities, organise tasks and meet deadlines.
10. The ability to work effectively in a team environment, collaborate widely both internally and externally, and establish effective interpersonal relationships with a wide variety of people.
11. Demonstrated proficiency in Microsoft applications including Word, Excel, Access, PowerPoint, and Outlook, to manage workflow processes and record keeping.
12. This role will require occasional interstate travel, including overnight stays at times.

## **Desirable**

1. Experience working with animal ethics committees in Australia.
2. Experience in the development and delivery of training and education support programs.

## **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

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 asked to obtain and provide evidence of a National Police Check or equivalent. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* The successful candidate will be required to obtain and maintain a NHS security clearance.
* Willing and able to adhere to Security Assessment and Microbiological Security Requirements for Personnel working on the Australian Centre for Disease Preparedness (ACDP) Site.
* Interstate and local travel between CSIRO sites is required.

**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 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.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) 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