



## Position Details

### Technical Services- CSOF4

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
<b>Advertised job title</b>	Electrical & Instrumentation Technician
<b>Job reference</b>	102831
<b>Tenure and work schedule</b>	Indefinite or Specified Term of 18 months We will explore options for part-time, job-share and flexible work arrangements based on needs of the role and individual circumstances.
<b>Salary range</b>	AU\$100,103 - AU\$113,251 per annum (pro-rata for part-time) plus up to 15.4% superannuation
<b>Location(s) and office arrangements</b>	Geelong, ACDP
<b>Relocation assistance</b>	Will be provided to the successful candidate if required
<b>Applications are open to</b>	Australian Citizens Only
<b>Position reports to the</b>	CBIS Co-ordinator – Electrical (ACDP)
<b>Client focus – Internal</b>	90%
<b>Client focus – External</b>	10%
<b>Number of direct reports</b>	0
<b>Enquire about this job</b>	Contact Fergus Dawson, Electrical / Instrument Supervisor, via email at <a href="mailto:Fergus.Dawson@csiro.au">Fergus.Dawson@csiro.au</a>
<b>Support and workplace adjustments</b>	We offer a range of reasonable supports and workplace adjustments. Please let us know via email <a href="mailto:sarah.lyons@csiro.au">sarah.lyons@csiro.au</a> if we can help you to equitably participate in our recruitment process or the role itself.
<b>How to apply</b>	Apply online at <a href="https://jobs.csiro.au/">https://jobs.csiro.au/</a> Internal applicants please apply via <b>Jobs Central</b> If you experience difficulties when applying, please email <a href="mailto:careers.online@csiro.au">careers.online@csiro.au</a>

### 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](#).

### 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](#), Australian science and technology can solve seemingly impossible problems and create new value for all Australians. Visit [CSIRO.au](#) for more information.

### **Role overview**

Technical Services staff in CSIRO provide support for scientific research in a diverse range of laboratory and field situations across a range of different research projects. This support consists of the application of accepted technical practices and the development of new practices. The work is usually carried out as a member of a centralised service.

The Electrical & Instrumentation Technician works within a skilled engineering team supporting operations at the Australian Centre for Disease Preparedness (ACDP). Working under the oversight of the ACDP Electrical & Instrumentation Supervisor, you will play a key role in maintaining, operating and upgrading the electrical, instrumentation and critical facility systems that underpin the site's microbiological security.

This includes statutory instrumentation calibrations and electrical maintenance across essential air, water, steam, fuel and sewage treatment systems, as well as the operation and maintenance of the site's high-voltage network.

As part of a multidisciplinary technical team, you will contribute to the safe and reliable operation of high containment PC2–PC4 laboratory environments. The position involves planning and delivering scheduled maintenance, responding to breakdowns, supporting project delivery through the installation and commissioning of new electrical and instrumentation infrastructure, and managing specialist contractors.

The role also supports the development and upkeep of technical and HSE documentation, including statutory reporting for OGTR and other regulatory bodies.

You will participate in annual area shutdowns, completing critical maintenance within defined timeframes, and will be part of the on-call roster providing 24/7 electrical and instrumentation emergency coverage for the site.

### **Duties and key result areas**

Under the general direction of the Electrical & Instrumentation Supervisor:

- Use relevant industrial electrical expertise and experience to carry out maintenance, repair and installation of electrical systems to ensure safe, reliable and compliant operation across the ACDP facility.

- Operate and maintain the site's high-voltage network and diesel backup HV generators to provide a safe and uninterrupted HV supply to critical containment and research systems.
- Calibrate, maintain and troubleshoot pressure, temperature, level and flow instrumentation to ensure accurate environmental control, reliable containment system performance and full regulatory compliance.
- Coordinate and supervise specialist contractors by managing permits, safety and biosecurity compliance, access and documentation, ensuring high quality and compliant delivery of contracted work.
- Maintain, test and monitor UPS systems to guarantee continuous, clean power to essential containment and monitoring systems, reducing the risk of power related failures.
- Diagnose and resolve electrical, instrumentation and control system faults quickly and systematically to minimise downtime and maintain operational continuity in high containment environments.
- Prepare and maintain statutory records, reports and evidence for OGTR and other regulators to ensure all electrical, instrumentation and containment critical activities meet compliance and audit requirements.
- Develop, review and update technical procedures, work instructions, HSE documentation and engineering records to support safe, consistent and compliant facility operations.
- Plan, record and manage all maintenance activities through the CMMS, ensuring accurate scheduling, asset history tracking and documentation of labour and materials.
- Provide afterhours emergency electrical and instrumentation support as part of the on-call roster, ensuring rapid response to faults affecting containment critical systems
- Support project delivery by installing, commissioning and integrating new electrical, instrumentation and control system infrastructure, contributing to upgrades and improvements across the facility.
- Work safely within PC2–PC4 environments and maintain systems essential to microbiological security, ensuring all tasks uphold ACDP biosecurity requirements and mandatory training is completed.
- Plan and manage both team and individual tasks—including client liaison, material procurement and labour coordination—to ensure the delivery of a high quality, efficient and responsive maintenance service.
- Adhere to CSIRO's Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.

## Selection criteria

### Essential

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

1. Victorian A Grade Electrical License(or ability to obtain one if from another state) with relevant post trade experience and relevant trade qualifications for an Electrician.
2. Demonstrated electrical maintenance experience across industrial, process industry, building services or manufacturing plant environments, in both installation and operational maintenance work.
3. Demonstrated experience independently diagnosing and resolving faults in process control and electrical systems within an industrial environment.
4. Competence to accurately interpret control system and electrical schematics, engineering drawings, operating and maintenance manuals.
5. Excellent written and verbal communication skills including demonstrated experience to effectively work as part of a team.
6. A demonstrated commitment to OHS&E, safe working practices, including Lock out - Tag out and permit systems.

### **Desirable**

1. Dual trade certificate III or IV in Electrical Instrumentation.
2. Possession of High Voltage Operators qualification or willingness to acquire high voltage operators' qualification
3. Demonstrable understanding of and experience with SCADA or similar plant control systems, programmable logic controllers (PLC) and variable speed drives (VSD).
4. Experience with the calibration, maintenance and troubleshooting of instrumentation—such as pressure, temperature, level and flow systems—within an industrial or process plant environment, including exposure to automated control systems and complex plant operations.
5. Experience working with high-voltage (HV) systems in an industrial or complex facility environment, including exposure to HV switching, isolation, protection systems and safe work practices associated with high energy electrical distribution.

### ***Other special requirements:***

Applicants must:

1. Possess a current driver's licence, reside within 45 minutes travelling time to ACDP.
2. Be willing and able to adhere to CSIRO ACDP microbiological security requirements and HSE policies.
3. Be willing and able to be vaccinated against rabies, hepatitis B, Japanese encephalitis or other agents.

### **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:** 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:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.
- **Resource management/leadership:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
- **Judgement and problem solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
- **Independence:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
- **Adaptability:** Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

## 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 email [sarah.lyons@csiro.au](mailto:sarah.lyons@csiro.au) 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](#), 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](#) and [career development](#) opportunities. To learn more, visit [Careers at CSIRO](#).

We celebrate the uniqueness of our workforce and are committed to creating [diverse and inclusive teams](#) 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.

Value	Descriptor	Behaviour
<b>People first</b>	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.	<ul style="list-style-type: none"> <li>• Respectful</li> <li>• Caring</li> <li>• Inclusive</li> </ul>
<b>Further together</b>	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.	<ul style="list-style-type: none"> <li>• Accountable</li> <li>• Authentic</li> <li>• Courageous</li> </ul>
<b>Making it real</b>	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.	<ul style="list-style-type: none"> <li>• Partnering</li> <li>• Cooperative</li> <li>• Humble</li> </ul>
<b>Trusted</b>	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.	<ul style="list-style-type: none"> <li>• Curious</li> <li>• Adaptive</li> <li>• Entrepreneurial</li> </ul>

### 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](#).

### 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 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.
- The successful candidate will be required to obtain and maintain a security clearance at the Negative Vetting 1 level.

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

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

**ACDP Special Conditions:**

To be eligible for this position you must be willing and able to:

- Adhere to CSIRO ACDP microbiological security requirements, other Australian Security requirements applicable to the position and HSE policies.
- Be vaccinated against influenza, rabies, hepatitis B, Japanese encephalitis or other agents as specified if required for the role performed.
- The nature of our work requires that each person working on site must comply with the conditions described below.
- The appointee is required to pass a security clearance at a level appropriate to duties of the position. Confirmation of the appointment is subject to obtaining that clearance.
- 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 and mules, any other cloven-hoofed animal, fowls, turkeys, geese, domestic ducks, caged birds, emus or ostriches. Personnel working with diseases of aquatic animals additionally may not keep aquarium fish at their place of residence and personnel working with cane toad material must also avoid contact with amphibians.
- 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.
- Working in the barrier maintained Small Animal Facility requires avoidance of contact with additional animals such as mice, rats, guinea pigs, rabbits and poultry 3 days prior to arrival.

Personnel must abide by Occupational Health, Safety and Environment regulations. Safety signs and directives issued by CSIRO personnel must always be complied with.