# Position Description

## Research Management – CSOF8

The following information is for applicants

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| Advertised Job Title**:** | Deputy Director - AAHL |
| Job Reference: | 61026 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian Citizens Only  Australian/New Zealand Citizens and Australian Permanent Residents Only   * All Candidates |
| Percentage of Client Focus - Internal: | 60% |
| Percentage of Client Focus - External: | 40% |
| Reports to the: | AAHL Director |
| Number of Direct Reports: | 3 |
| Name and Contact Details For Applicant Enquiries: | Prof Trevor Drew, 03 5227 5000 |
| For technical difficulties: | Call 1300 984 220 or email [careers.online@csiro.au](mailto:careers.online@csiro.au). |
| How to Apply: | Please apply online at [jobs.csiro.au](https://jobs.csiro.au/) and enter the requisition number**.** Internal applicants please apply via ‘Jobs Central’ through the ‘People Hub’ icon. |

## Role Overview:

Australian Animal Health Laboratory (AAHL), is one of the world’s largest microbiologically secure facilities. Owned and operated by CSIRO on behalf of the nation, AAHL helps to protect Australia’s livestock and aquatic industries, as well as its people. Providing access to AAHL’s world-class research infrastructure and high-quality capability contributes to solutions which address many national and global challenges.

The Deputy Director – AAHL will support the Research, Diagnostic and Operational functions of AAHL. In combination with the AAHL leadership team, the Deputy Director will provide high level input into the development and execution of a compelling strategy to maximise impact for the sector. The Deputy Director-AAHL will provide leadership to the AAHL Business Unit, and to support to the Director AAHL.

This key role will be focused on providing high level advice to staff and other senior managers, and also to members of the Executive or Business Unit Leaders. At AAHL, this also includes providing advice to Facility users both internally and externally to ensure facility access processes are followed to support safe and effective access. This is a senior role that facilitates the strategic development of organisational capability, provides leadership and scientific support to AAHL’s national and international engagements and collaborations and ensure the AAHL National Facility operation is effectively and efficiently supporting science and research in a high biological containment laboratory as a key element of Australia’s biosecurity infrastructure.

The Deputy Director will also maintain AAHL’s international designations as OIE, FAO and WHO reference laboratories and collaborating centres. The Deputy Director will also be able to provide animal health and biosecurity advice to DAWR, Animal Health Australia (AHA), and other national, State and Territory authorities.

The incumbent will also be accountable for driving operational discipline across the business unit with a strong focus on HSE (Health, Safety and Environment) culture and performance, work-force planning including staff development and succession, project delivery and financial performance.

## Duties and Key Result Areas:

**Impact Science Leadership**

* Support the AAHL Director and work with the Program Director, Diagnostic, Surveillance and Response to provide leadership and strategic advice nationally to Governments, livestock industries and CSIRO in the general area of animal disease management, emergency animal disease diagnosis and responses and a one-health approach to zoonotic diseases in relation to human and environmental health.
* Support the AAHL Director in the strategic evolution of AAHL with respect to its role in national and global biosecurity systems and ensure that the direction of the underpinning research in the facility is aligned with CSIRO’s strategic science directions and consistent with the continued effectiveness of Australia’s premiere high bio-containment laboratory.
* Provide capability and science leadership to the research underpinning AAHL deliverables, fostering a high performance innovation culture in which staff can achieve their full potential.

**Capability Leadership**

* Ensure Safety, Environment and Wellbeing of staff and facility users through a commitment to a healthy, safe and environmentally sustainable workplace;
* Ensure the biosafety, biocontainment and biosecurity of the AAHL facility;
* Oversee the effective and efficient utilisation of the capability, ensuring that, as one of CSIRO’s landmark National Facilities, access is available to researchers nationally;
* Shape science capability both internally and through external collaboration to meet future science opportunities, program goals and impact pathways;
* Support the AAHL Leadership Team to identify, attract, develop and retain world class talent;
* Undertake leadership development and succession planning for Program Directors and key science leaders, to build the science leadership pipeline;
* Monitor long term science trends to forecast capability demand and with others, seek opportunities for new research funding.
* Model appropriate and professional behaviour in the workplace and manage people matters proactively
* Effectively lead change initiatives across the AAHL Facility and CSIRO.

**Engagement & Partnership**

* Support the AAHL Director to proactively manage relationships with key stakeholders, particularly Australian Departments of Agriculture, Health, Defence, and Foreign Affairs and Trade; and external partners and collaborators.
* Working with the AAHL Director, National Facilities Finance and business development managers, oversee the management and implementation of the CSIRO Agreement with DAWR for the maintenance of required capability and delivery of agreed outputs of the AAHL National Facility.
* Support the AAHL Director to represent the laboratory nationally and internationally in animal health and other scientific forums with a view to attracting talented staff, growing external science investments and enhancement of Australia’s biosecurity, animal health, and “One Health” profile.
* Manage stakeholder and community engagement with the AAHL Facility, including processes for utilisation of the facility by non-CSIRO organisations and parties and undertaking high level national and international representation of the national facility to expand its impact and opportunities for new business;

**Resource Leadership**

* Develop and implement long term plans for future science infrastructure and work with CSIRO Business and Infrastructure (CBIS) to support all dimensions of operational needs on a high containment site;
* Work with the AAHL Leadership Team to ensure that capability and resources are effectively prioritised and deployed to meet current and future requirements.

**Operational Leadership**

* Deputise for the AAHL Director in representing CSIRO both internally and externally as required
* Provide leadership and line management for the Facility Operations Manager, Program Director/s and Biorisk Group Manager
* Oversee the operation and maintenance (performed by CBIS staff) of the microbiological secure facility to ensure a safe productive work environment consistent with established standards of bio-risk management and HSE.
* Provide leadership and line management to the Biorisk Management Group responsible for regulatory compliance, bio-containment and the bio-safety of AAHL and ensure legislative and regulatory biosecurity risks and obligations are effectively managed
* Ensure all potential microbiological safety and HSE incidents are promptly and effectively responded to, managed, investigated, reported and remediated.
* Support the AAHL Director to prepare budget plans in line with the facility’s strategic direction and ensure sound fiscal management of AAHL operations aligned to the budget.
* Establish governance framework, facilitate effective functioning of various AAHL internal and external committees including processes for utilisation of the facility by non-CSIRO organisations and parties and undertaking high level national and international representation of the national facility to expand its impact and opportunities for new business;
* Monitor and ensure the effective delivery of Enterprise support functions at AAHL, through fostering a strong relationship with all corporately delivered services to the site.
* Manage the operations and project reporting requirements of the NCRIS funded facilities and ensure the development of these facilities both through further continued investment and availability to external parties.
* Develop, maintain and review the risk profiles and continuity plans for AAHL including the AAHL Emergency Response Plan. Work with a long-term perspective when addressing clients’ needs and balance immediate and long-term benefits in order to develop strong cooperative relationships with industry and/or government bodies.
* Participate in, and be able to lead, cross-functional task forces/policy bodies and committees to provide and gain a broader corporate perspective.
* Form partnerships with Senior Managers, and collaborate with other support functions, to deliver outcomes to the Organisation.
* Be responsible for providing high-level strategic and tactical advice, and managing organisational compliance with legal and statutory responsibilities with significant organisational implications.
* Under broad guidance, involve staff and clients in proactively setting strategic directions aligned with the Organisation’s direction, developing strategic proposals, and having a leading role in the promotion and facilitation of their implementation.
* Share expertise and develop the professional skills of others, manage senior staff who are often acknowledged experts in their own field, and take responsibility for fostering an environment in which staff can achieve their full potential, aligning their career aspirations and the Organisation’s needs.
* Make representations on behalf of CSIRO to industry and the Government, lobby key influencers and market CSIRO’s capability to ensure the Organisation is well placed to meet its objectives.
* Introduce new perspectives/directions to address long-standing organisation-wide problems, and direct the investigation and solution of complex conceptual and other broad-ranging management problems.
* When involved in commercial activities act as a broker, developing opportunities for multi-Business Unit and collaborative projects with other research agencies.
* Use your understanding of CSIRO’s business and knowledge of the market to identify and exploit business opportunities of strategic significance, including the development of new business and negotiating complex deals for new and developing products and process, ensuring that CSIRO’s position is both protected and advanced, for the benefit of Australia’s economy, society and/or the environment.
* 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, often regionally dispersed research team, and business unit to carry out tasks in support of CSIRO scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## CSIRO Competencies:

1. **Teamwork and Collaboration: Creates and fosters an environment in which there is a high level of cooperation within and between teams. Facilitates positive team relationships to build organisational interaction across CSIRO.**
2. **Influence and Communication: Uses complex influencing strategies, for example, assembling strategic coalitions, building behind the scenes support and the tactical use of information to gain support.**
3. **Resource Management/Leadership: Contributes to or defines Business Unit / organisational policy directions, strategic planning and operationalises the vision for staff and gains commitment to the direction chosen. Plans, seeks, allocates resources and monitors to achieve outcomes. Adopts a mentor role.**
4. **Judgement and Problem Solving:** Resolves major conceptual scientific, technical, commercial or management problems, which have a significant impact upon the field of research, professional function, the Business Unit or the Organisation. Situations faced have little or no precedent and require original concepts and approaches.
5. **Independence: Commits significant resources in the face of uncertainty and takes calculated risks to improve performance and achieve challenging goals. Uses personal energy to drive change strategies. Formulates and implements contingency plans to minimise the impact of potential risks. Accepts personal responsibility for the outcomes of decisions/risks taken.**
6. **Adaptability:** Is flexible in response to external change or when faced with external constraints. Identifies and promotes the opportunities arising as a result of change.

## Selection Criteria:

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

1. A veterinary degree registrable with Veterinary Boards in Australia or registration by examination with an Australian Veterinary Board,
2. APhD in a relevant scientific discipline (e.g., biological, microbiological, bio-medical, agricultural or veterinary science), or other relevant higher degree, and significant relevant experience at senior executive level.
3. Substantial experience in the management of a complex laboratory facility, including the inter-related issues of bio-risk management, compliance with regulatory requirements and meeting national expectations in terms of the contribution of the laboratory to disease preparedness and response.
4. **A strong history of establishing and working effectively in teams, and a** record of leadership which encourages new ideas, builds trust and provides support for the development of emerging skills, including influencing staff in observing corporate and professional standards, acting as trusted advisers, fostering effective client relationships, and ensuring alignment between client needs and CSIRO’s research objectives applicable to livestock industries, human health and the community.
5. A broad understanding of the importance and impact of disease in production agriculture, and of the importance of effective diagnosis and control of exotic disease to global trade in animals, animal products, human health and the environment.
6. Proven high-level liaison and negotiation skills and sensitivity to the diverse political and national pressures operating in the field of exotic disease control, trade and/or One Health.

## Desirable Criteria:

1. Experience in working in BSL4 environment
2. Ability to gain an AGSVA Negative Vetting 1 security clearance

## Special Requirements:

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

* Adhere to CSIRO AAHL 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.

**Security Assessment and Microbiological Security Requirements for Personnel Working on the AAHL Site**

* 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 AAHL 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 AAHL, 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 may not keep aquarium fish at their place of residence and personnel working with cane toad material must avoid contact with amphibians.
* In addition, for a period of seven days after working in the microbiologically secure area of AAHL, 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 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 be complied with at all times.

## About CSIRO:

We imagine. We collaborate. We innovate. To find out more visit us [online](http://www.csiro.au/)!

Find out more about the CSIRO [Australian Animal Health Laboratory](https://www.csiro.au/en/Research/Facilities/AAHL)