# Administration Support Officer – CSOF2

Role summary for potential applicants

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| Advertised Job Title**:** | Administration Support Officer – Biorisk Management Group |
| Reference Number**:** | 45991 |
| Classification**:** | CSOF2 |
| Salary Range: | AU $45,998K to AU $59,290K (pro-rata) pa plus up to 15.4% superannuation |
| Location**:** | Geelong AAHL |
| Tenure: | Indefinite  |
| Hours: | Part time – approx. 15 hours per week 3-4 days a week with 8 am start time not negotiable |
| Relocation assistance**:** | Relocation expenses within Australia will be provided to the successful candidate if required |
| Applications are open to: | * Australian Citizens only – must meet Negative Vetting 1 requirements
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| Functional Area**:** | Administrative Services |
| % Client Focus - Internal: | 90% |
| % Client Focus - External: | 10% |
| Reports to the: | Biorisk Manager |
| Number of Direct Reports: | 0 |

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| **Role Overview:** |
| The role of Administrative Staff in CSIRO is to provide administrative and management services to support the effective provision of research and development activities.  This involves the development and implementation and/or administration of policies, systems and procedures that assist the Organisation and the Business Units to achieve their objectives and meet Government and regulatory responsibilities.The Administration Support Officer role in the based at AAHL Geelong provides assistance to members of the Biorisk Management Group in duties such as training data management, compliance documentation, assisting with inductions and coordination of requirements for facility visitors and assistance with the AAHL vaccination requirements. The Administration Support officer will need to be self-motivated and conscientious and at times work with limited guidance. They will require experience in Word, Excel and Access and will be required to update Visio, SharePoint and Workflows. The Administration Support Officer must be available to commence at 8am and at times, you may be required to be flexible enough in order to work extra hours to relieve others to ensure inductions are available to facility users. The role will work with the Biorisk staff to provide general administrative support to members of the Biorisk Management Group including the Biorisk Manager.The appointee must be able to meet AAHL’s Microbiological Security and Security Clearance requirements. |

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| **Duties and Key Result Areas:** |
| * Provide general administrative assistance and updating databases to support the Biorisk Management Group including maintaining records for compliance and training.
* Coordinate internal and external meetings or other events, including booking rooms, resources, travel, transport, equipment and catering as required
* Provide back up for the delivery of inductions to Facility users and staff and ensure staff and visitors have the required clothing and equipment to enter the secure area
* Prepare meeting minutes and initiate follow‐up action
* Prepare or assist in the preparation of technical documents, reports and presentations
* Provide assistance with review/quality control of documents
* Archive documents in the HPRM records management system
* Fill out online National Health Security check forms for new staff
* Create new Adobe Acrobat dynamic forms following on-the-job training
* Provide general administrative support for team activities
* Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Abide by and promote microbiological security regulations at CSIRO AAHL
* Other duties as directed.
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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed****Pre-Requisites:***1. **Education/Qualifications:**  A relevant certificate and/or relevant work experience.
2. **Communication:** The ability to listen, interpret and convey information and ideas in a clear, accurate manner and establish effective interpersonal relationships with a wide variety of people as well as maintaining confidentiality at all times.
3. **Behaviours:** Capable of professional and respectful behaviours and attitudes in a collaborative environment.
4. **Adaptability:** Capability and willingness to quickly adapt to technological, structural and procedural changes, and maintain professionalism and flexibility.

***Essential Criteria:***1. Demonstrated experience and skills providing administrative support in a complex environment.
2. Ability to commence at or before 8am and also relieve for other staff during absences and leave, possibly at short notice.
3. Highly developed time management, organisational and attention to details skills with the ability to prioritise demands, and escalate issues as appropriate; establishing priorities for managing multiple tasks and deadlines.
4. Friendly interpersonal and communication skills and confidence to conduct AAHL inductions to a range of staff and visitors to the facility.
5. Sound keyboard skills and knowledge of Microsoft Office applications including Word, Outlook, Excel, Access and PowerPoint and ability to quickly learn new systems.

**Desirable Criteria:**1. Experience in working in a compliance environment

***Other special requirements:*****Applicants must:**Be willing and able to adhere to CSIRO AAHL microbiological security requirements and HSE policies. **CSIRO Values:**As Australia’s Innovation Catalyst, CSIRO has strategic actions underpinned by behaviours aligned to Excellent science, Inclusion, trust & respect, Health, safety & environment and Deliver on commitments.  In your application and at interview you will need to demonstrate alignment with these behaviours.**Security Assessment and Microbiological Security Requirements for Personnel Working on the Australian Animal Health Laboratory (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.It is usual practice in laboratories where work with infectious disease agents is carried out, to collect a blood sample from personnel and store serum for future reference. This is a safety precaution, so that if any person becomes ill in the future, serum samples are available for testing.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.Access restrictions apply to the Werribee Animal Health Facility (WAHF) site that is associated with, but remote from, the AAHL site. |

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| **Other Information:** |
| **How to Apply**Please provide enough information relevant to the selection criteria for this position to enable the assessment panel to determine your suitability, and upload one document containing your CV/resume and cover letter. If you experience difficulties applying online call 1300 984 220 and someone will be able to assist you. Outside business hours please email: csiro.careers@csiro.au. **Referees**: If you do not already have the names and contact details of two previous supervisors or academic/ professional referees included in your resume/CV please add these before uploading your CV.**Contact:** If after reading the selection documentation you require further information please contact: Dr Greg Smith via email: greg.A.smith@csiro.au or phone: +61 3 5227 5000Please do not email your application directly to Dr Smith. Applications received via this method will not be considered.**About CSIRO**Australia is founding its future on science and innovation. Its national science agency, the Commonwealth Scientific and Industrial Research Organisation (CSIRO) is a powerhouse of ideas, technologies and skills for building prosperity, growth, health and sustainability. It serves governments, industries, business and communities across the nation. Find out more! [www.csiro.au](http://www.csiro.au). **We work flexibly at CSIRO, offering a range of options for how, when and where you work. Talk to us about how this role could be flexible for you.** **Find out more!** <https://www.csiro.au/en/Careers/A-great-place-to-work/Work-life-balance> **About the CSIRO Australian Animal Health Laboratory (AAHL):** The CSIRO Australian Animal Health Laboratory (AAHL) has a national and regional role in the diagnosis and research of emergency (exotic, emerging and serious) and zoonotic diseases of animals. This responsibility extends to provision of ongoing analysis of outbreak isolates, monitoring and characterization of the biological significance of strain variation, and assisting in the establishment of disease freedom. Recognition that diagnostic excellence is better achieved and sustained when underpinned by related research efforts, the research focus includes not only improvements in diagnostic methods but also molecular virology and studies into the pathogenesis and immunology of viral diseases. The purpose of the last is to support the development of new diagnostic methods and provide new insights into pathogenesis, and possibly epidemiology, leading to new methods of disease control. The disciplines involved in this work include experimental and diagnostic pathology, virology, serology, electron microscopy, immunology, genomics and molecular biology, all of which may be undertaken under stringent microbiological security conditions. Access to both BSL3 and BSL4 containment facilities supports investigations utilizing live viruses, including serious zoonotic agents, in both cell and whole animal systems. The laboratory has an enviable track record in scientific research related to emerging infectious diseases and outputs from these activities contribute data to CSIRO’s area of focus around biosecurity within the National Innovation System.<http://www.csiro.au/en/Research/Facilities/AAHL>  |