# Administrative Services – CSOF5

Role summary for potential applicants

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| Advertised Job Title**:** | Animal Research Ethics Coordinator - Australian Animal Health Laboratory (AAHL) |
| Reference Number**:** | 60744 |
| Classification**:** | CSOF5  |
| Salary Range: | AU $97k to AU $105k per annum, plus up to 15.4% superannuation |
| Location**:** | Geelong (AAHL), Victoria |
| Tenure: | Indefinite |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications open to: | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Functional Area**:** | Administrative Services |
| % Client Focus - Internal: | 90% |
| % Client Focus - External: | 10% |
| Reports to the: | Executive Manager, Social Responsibility and Ethics |
| No. of Direct Reports: | 0 |

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| **Role Overview:** |
| The Animal Research Ethics Coordinator (AAHL) provides leadership and support to CSIRO staff based at the Australian Animal Health Laboratory (AAHL) in their attendance to ethical research activity, and assists with the ethical review and approval processes for animal research within the AAHL facility and CSIRO. The Animal Research Ethics Coordinator (AAHL) works closely with the AAHL Animal Welfare Officer, AAHL Animal Ethics Committee (AEC) Chair, Executive Manager Social Responsibility and Ethics, CSIRO Animal Welfare Officer, CSIRO Animal Research Ethics Coordinator (National) and the CSIRO Ethics Team. |

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| **Duties and Key Result Areas:** |
| * Provide advice and support to research staff regarding animal ethics issues in the development and design of their projects and the development and submission of ethics applications.
* Work with the AAHL AEC Chair and committee members to review ethics applications and ensure effective feedback to individual applicants within agreed timeframes for review.
* Support the administration of AAHL AEC meetings including preparation of agendas, minutes, annual reports and payment of sitting fees.
* Request and review project progress and completion reports from Project Leaders with any identified issues followed up and managed effectively
* Collaborate in the development and delivery of an animal research ethics awareness, training and support program across CSIRO.
* In conjunction with the AAHL AEC Chair, AAHL Animal Welfare Officer and Executive Manager Social Responsibility and Ethics, liaise with Project Leaders and provide advice and support in regard to any issues or complaints that arise during the conduct of research.
* Support the AAHL AEC and AAHL Facility to prepare for and participate in an external review process (as required by the Code and the Victorian Regulator) at least every 4 years. This will include responding to any issues that arise, providing feedback to the review panel, Project Leaders and the organisation as required, and implementing recommendations and agreed actions to ensure AAHL’s compliance with all licencing requirements and the Code.
* Develop communication and other resources to support ethical research practice within the AAHL facility and CSIRO generally e.g. resources, newsletters, website materials and general staff communication.
* Work with the 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 the Victorian Prevention of Cruelty to Animal Act 1986.
* Support the recruitment and induction of CSIRO AEC members and their participation in meetings.
* Work with the Animal Ethics Coordinator (National) to manage the licencing requirements of the AAHL AEC.
* Work effectively and collaboratively with colleagues within the Ethics Team 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.
* 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.
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| **Selection Criteria:** |
| ***Pre-Requisites:***1. **Education/Qualifications:** A relevant tertiary qualification in the field of biological science or veterinary science preferably at a postgraduate level,and/ or equivalent experience in a research environment.
2. **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment and capability to facilitate successful interactions at external and internal forums.

***Essential Criteria:***1. A sound understanding of animal research ethics principles and relevant state and national requirements, and the application of these principles to research.
2. A sound 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.
3. The ability to effectively interpret policies, procedures and guidelines in order to provide clear and consistent advice and support to staff and the AAHL Animal Ethics Committees on the ethical conduct of research and regulatory obligations.
4. Excellent written and oral communication skills, including the ability to clearly and succinctly convey information and ideas to individuals and groups.
5. Demonstrated ability to professionally handle sensitive and confidential information, and use appropriate judgment and discretion.
6. Strong problem solving skills and adaptability, with a demonstrated ability to manage competing demands, deal with ambiguity, establish priorities, organise tasks and meet deadlines.
7. 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.
8. Demonstrated proficiency in Microsoft applications including Word, Excel, Access, PowerPoint and Outlook, to manage workflow processes and record keeping.

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

***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, hepatitis B, rabies or other agents as specified if required for the role performed.

**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.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 apply for this position online at <https://jobs.csiro.au/> and enter requisition number **60744**. Internal applicants please apply in ‘Jobs Central’ via ‘People Hub’ (on your desktop) or SAP (‘Recruitment’). Please load your CV and cover letter which outlines your motivations and suitability for the role (paying particular attention to the essential requirements outlined above). If you experience difficulties applying online call 1300 984 220 for assistance. Outside Australian business hours please email: csiro-careers@csiro.au. **Referees**: Please provide contact details of two previous supervisor or academic/professional referees in your resume/CV.**Contact:** If after reading the selection documentation you require further information please contact: Ms Cathy Pitkinvia email: Cathy.Pitkin@csiro.au or phone: +61 7 3833 5693Please do not email your application directly to Ms Pitkin. Applications received via this method may not be considered.About CSIRO:We solve the greatest challenges through innovative science and technology. [Discover more about CSIRO](http://www.csiro.au/)**CSIRO’s Commitment to Diversity**We’re working hard to recruit diverse people and ensure all our people feel supported to do their best work and empowered to let their ideas flourish.**Flexible Working Arrangements** 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. [Balance](https://www.csiro.au/en/Careers/The-CSIRO-Experience/Balance)  |