# Position Details

## Research Projects- CSOF3

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| The following information is for applicants |
| Advertised Job Title | Animal Services Support Officer |
| Job Reference | 66986 |
| Tenure | Indefinite (Full-time)  |
| Salary Range | AU$63,594 to AU$80,937 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Geelong, ACDP |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Veterinary Animal Services Manager |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Debbie Eagles via email at debbie.eagles@csiro.au or phone +61 3 5227 5000 |
| 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. |

### Role Overview

### The Animal Services Support Officer will assist in the Biocontainment Large Animal Facility (LAF) at the Australian Centre for Disease Preparedness (ACDP) Geelong. The Large Animal Facility (LAF) capability is essential for the support the Australian Animal Health Laboratory (AAHL) Diagnostic Surveillance and Response Program response and research obligations and with Health and Biosecurity Business Unit currently working on COVID-19 vaccine development.

### The Animal Services Support Officer role is to support the day to day operation of a high-level biocontainment animal facility in which activities are heavily determined by protocols to meet containment, health and safety and animal welfare regulations. The role supports scientific research into infectious diseases through the cleaning and preparation of animal rooms, maintenance of stocks of consumables, maintenance of equipment, waste removal and provision of animal husbandry.

### Weekend work is involved on a roster basis and shift work may be required from time to time.

### A small team of dedicated people assist in the day to day running of the facility however many tasks involve working alone. All staff working in this environment must pass security, medical and psychological checks and be vaccinated against various diseases.

### Aboriginal and Torres Strait Islander people are encouraged to apply.

### Duties and Key Result Areas:

* Abide by and promote animal ethics, microbiological containment and physical security requirements at ACDP.
* Supply and maintain equipment, including testing and calibration of personal protective equipment and the assembly and maintenance of animal caging and pens.
* Distribute and maintain stocks of consumables required to run the facility (such as gloves, overalls, toiletry items, disinfectants, rubbish bags, animal fodder).
* Be responsible for cleaning and the preparation of rooms ready for decontamination, and assisting with decontamination procedures, at the completion of experiments then the removal of equipment following decontamination.
* Remove laboratory and animal waste generated from experiments and disposal of waste via an incinerator system in compliance with EPA regulations.
* Provide animal handling and husbandry support.
* Participate in weekend and Public holiday work on a roster basis.
* Respond courteously and efficiently to client requests, maintaining clear communication regarding mutual expectations and monitoring client satisfaction.
* Under technical direction, select the appropriate methods to perform standard analyses and be able to undertake technical tasks associated with trials, tests, measurement, reviews and investigations including associated calculations and analysis
* Undertake and assist in other areas of the laboratory, relative to the position and skill level as required.
* Provide instruction on, and assistance to staff with activities pertaining to the immediate work area and responsibilities, as required.
* Look for opportunities to develop original experimental methods/equipment/software/concepts/ ideas in support of existing and further research.
* 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.

## **Required Competencies:**

* **Teamwork and Collaboration:** Proactively seeks and considers the ideas and opinions of others from within and outside the team to help form decisions, plans or actions.
* **Influence and Communication:** Puts forward ideas by presenting factual information supported by data, definitions, examples, illustrations or other aids, which will assist in conveying meaning.
* **Resource Management/Leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
* **Judgement and Problem Solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
* **Independence:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **Adaptability:**Willingness to change ideas or perceptions based on new information, contrary evidence or other people's points of view. Prepared to try out different approaches.

## **Selection Criteria**

#### Essential

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

1. General “handy-person” skills, and the ability to perform manual labour such as lifting heavy (>20kg) items and performing physically demanding tasks such as cleaning.
2. The ability to deliver strong support to a highly dedicated team, responding promptly to unexpected changes in circumstances and identifying creative solutions to logistical challenges.
3. Good interpersonal skills, particularly verbal and written communication skills and ability to work well with teams.
4. Willingness to work with animals infected with serious zoonotic diseases, and therefore posing a serious biological hazard, which involves wearing fully encapsulating suits connected to a clean air supply, and strict adherence to safety and biocontainment protocols (following training).

## **Desirable:**

1. Knowledge of computer systems such as SCADA.
2. Relevant trade certificate or experience in various handy person skills in farming or similar.
3. Ability to lift and manoeuvre bulky equipment.

## **Special Requirements:**

Appointment to this role may be subject to conditions including security/national police/medical/character clearance requirements. Applicants who are not Australian Citizens or Permanent Residents may be required to undergo additional security clearances, which may include medical examinations and an international standardised test of English language proficiency (i.e. IELTS test).- <https://ielts.com.au/>

**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.

**Security Assessment and Microbiological Security Requirements for Personnel Working on the ACDP 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 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.

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