

Position Description

Biosafety and Biosecurity Officer



Faculty/Portfolio	Office of the Deputy Vice-Chancellor (Research)
School/Centre	Researcher Development and Integrity
Basis of Employment	Full-time (36.75 hours per week) and continuing
Primary Location of Work	Geelong Waurin Ponds Campus or Melbourne Burwood Campus
Classification	HEW 8
Reporting Line	Manager, Research Integrity

ABOUT DEAKIN

Deakin University is proud to be recognised as an organisation that offers a friendly, supportive and challenging working environment. Our staff are committed to making a genuine difference to people's lives through excellence in education and research. We acknowledge the importance of providing a dynamic and diverse working environment and offer variety in day-to-day roles as well as professional development opportunities to assist staff to grow and progress their careers. Deakin University staff have the opportunity to interact with colleagues from a diverse range of cultures and professional backgrounds, all of whom share a common interest in lifelong learning.

Deakin is Australia's sixth largest university and ranks first in Victoria for both student satisfaction and graduate employment. Deakin operates five campuses; the Cloud Campus, Melbourne Burwood Campus, Geelong Waurin Ponds Campus, Geelong Waterfront Campus, and the Warrnambool Campus. We have corporate centres in Melbourne's CBD, and at the Burwood, Waterfront and Waurin Ponds campuses, as well as offices in South Asia, China, Indonesia, Latin America, Europe, Malaysia, Vietnam, Pakistan and Singapore.

WHY WORK FOR OUR UNIVERSITY?

[Biosafety and
Biosecurity](#)

[Deakin Research](#)

[Benefits of working
at Deakin](#)

[Deakin's Strategic
Plan – LIVE Agenda](#)

DEAKIN'S PROMISE TO EQUITY, DIVERSITY AND INCLUSION

At Deakin we value diversity, embrace difference and nurture a connected, safe and respectful community. Deakin is an Employer of choice for Gender Equality, a proud member of the SAGE Athena SWAN program seeking gender equity for Women in STEMM, and a Gold award holder in the Australian Workplace Equality Index for LGBTI inclusion. We strongly encourage applications from Aboriginal and Torres Strait Islander people and people of all cultures, abilities, sex and genders.

deakin.edu.au/about-deakin/careers-at-deakin



POSITION OVERVIEW

The primary purpose of the Biosafety and Biosecurity Officer is to ensure the University community understands and is compliant with its obligations under a range of Federal, State and local legislation that govern research conducted in the areas of biosafety, biosecurity, quarantine and gene technology. The position is responsible for the Deakin University Institutional Biosafety Committee and assists the committee to carry out its biosafety training and monitoring obligations.

Key Relationships:

Internal	<ul style="list-style-type: none">• Institutional Biosafety Committee• Laboratory Managers• Pro Vice-Chancellor Researcher Development and Integrity• Senior Adviser, Research Governance and Integrity• Occupational Health and Safety Department• Academics and students
External	<ul style="list-style-type: none">• Office of the Gene Technology Regulator (OGTR)• Department of Agriculture• Department of Health – Security Sensitive Biological Agents (SSBAs)

PRIMARY RESPONSIBILITIES

- Provide expert advice to the Pro Vice-Chancellor, Researcher Development and Integrity and Manager, Research Integrity on all matters pertaining to biosafety and biosecurity.
- Lead the coordination of biosafety and biosecurity across the University including providing executive management to the Institutional Biosafety Committee (IBC), appropriate committee membership and regular committee training.
- Develop and deliver the educational program for biosafety and biosecurity ensuring all relevant staff and students are aware of their legislative obligations when working with biological materials.
- Monitoring compliance with the relevant legislation, which includes coordinating facility inspections and providing guidance on new facilities.
- Ensure the University community understands and is compliant with its obligations under the Australian Code for the Responsible Conduct of Research in relation to biosafety and biosecurity and oversee the management of breaches and serious breaches.
- This role has staffing responsibilities and must therefore ensure staff and own adherence to University policies and procedures, including but not limited to those relating to equal opportunity, occupational health and safety, risk and financial management, privacy, staff development and staff performance planning and review.

KEY DUTIES

- Develop internal policies and procedures to ensure compliance with external Standards, Codes and Legislation relating to biosafety and biosecurity, including gene technology, quarantine materials, containment facilities and SSBAs.
- Develop, coordinate and conduct training for research academics, research support staff and students in their obligations, to ensure research is compliant with all relevant, standards, codes and legislation.
- Ensure implementation of biosafety and biosecurity legislation including ensuring the information provided to researchers through the website is clear and accurate.
- Provide feedback, in consultation with key stakeholders, to relevant regulatory bodies into relevant draft legislation, codes and standards to ensure University representation.
- Manage the Biosafety and Biosecurity team, providing leadership and guidance on all processes and procedures designed to ensure the efficient management of the area.
- Manage and support laboratory safety initiatives and staff, as directed by the Manager, Research Integrity.

- Actively engage and provide high-level advice on complex policies and procedures in relation to research integrity, biosafety and biosecurity, such as preparation of reports for the Research and Research Training Committee and other University units as required.
- Any other duties as directed, commensurate with the scope and classification of the position.

ABOUT YOU

To be successful at Deakin you are willing to enthusiastically embrace the Deakin Offer and Promise as expressed in the Deakin University Strategic Plan, and must share the University's values.

You will be a person who is ambitious for Deakin University's success and optimistic about its future; and will display diligence, have great resolve and a focus on producing results.

SELECTION CONSIDERATIONS

Qualifications and Experience:

- An equivalent combination of education, training and experience or a Postgraduate qualification in Biosafety or a relevant discipline.
- Significant experience in the development and delivery of workshops and research training.
- Experience of university systems, committee and board structures, and decision-making processes.

Capabilities and Personal Attributes:

- Detailed knowledge of legislation and standards relating to biosafety and biosecurity including gene technology across a number of research laboratory environments.
- Demonstrated communication and interpersonal skills with the ability to produce clear and accurate communications that are appropriate for their intended audience.
- Demonstrated ability to develop collaborative work teams, to accommodate and work well with different working styles and to work independently.
- Proven capacity to develop good working relationships with key stakeholders both internally and externally, for example with regulatory bodies.
- Demonstrate the ability to exercise sound judgment, initiative, diplomacy, tact and discretion as well as proven experience handling sensitive and personal information in a confidential and appropriate manner.

SPECIAL REQUIREMENTS

- Victorian Driver Licence
- Working With Children Check

DISCLAIMER

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role.