

# Role Description

## Senior Microbiologist Q Fever



Department of  
Primary Industries

Cluster	Industry
Agency	Department of Primary Industries
Division/Branch/Unit	DPI / Biosecurity and Food Safety / EMAI
Location	Menangle
Classification/Grade/Band	Professional Officer Grade 1 - 4
Job Family ( <i>internal use only</i> )	Bespoke / Science and Engineering / Delivery
ANZSCO Code	234611
PCAT Code	1119192
Date of Approval	June 2019
Agency Website	<a href="http://www.dpi.nsw.gov.au">www.dpi.nsw.gov.au</a>

### Agency overview

The NSW Department of Industry leads the state government's contribution to making NSW a place where people want to live and work and businesses choose to invest and grow.

We support all areas of economic activity where NSW has competitive strengths. We also have responsibilities for:

- Skill formation and development to match industry demand
- Partnering with stakeholders in stewardship and sustainable use of the state's natural resources; and
- Supporting economic growth in the regions.

Our strategies are built on close relationships to understand industry's needs. We deliver a wide range of training and specialist services and we help to secure efficient and dependable government decision-making that contributes to business confidence. We measure our success by the:

- Growth in quantity of employment and the value of output; and the
- Competitiveness and sustainability of industries in NSW.

We focus on four cultural attributes to deliver our outcomes: Ownership, Customer Experience, Innovation and Collaboration. These attributes are the pillars of our Corporate Plan.

The NSW Department of Primary Industries (NSW DPI) supports the development of profitable primary industries that create a more prosperous NSW and contributes to a better environment through the sustainable use of natural resources.

Within NSW DPI, the Biosecurity & Food Safety Division is responsible for effective management and risk minimisation of biosecurity threats to NSW as well as the through-chain regulation of food safety. It delivers a risk based approach to policy and compliance, and provides regional engagement and coordination in response to emergency incidents and natural disasters impacting primary industries and the food sector.

## Primary purpose of the role

Undertake microbiological research projects to support the development and validation of a Q Fever vaccine for humans. The role will be located at the Elizabeth Macarthur Agricultural Institute (EMAI) primarily within a Biosecurity Containment level 3 (BC3) facility and included a coordinated approach to research, development and quality assurance of the project.

## Key accountabilities

- Conduct and supervise microbiological research consistent with phase 1 (virulent) *Coxiella burnetii* under BC3 laboratory conditions
- Liaise with managers, professional and technical staff and provide advice on research outcomes
- Proactively identify opportunities to continually improve the efficiency and effectiveness of laboratory performance and promote maintenance of Quality Assurance to meet ISO9001
- Promote and maintain a safe work culture in the laboratory
- Comply with work standards for Research Officers according to the level of appointment in the Professional Officer Progression Criteria (1-4) scale in the Crown Employees (NSW Department of Industry) Professional Officers Award

## Key challenges

- Based on experience from working with *Coxiella burnetii*, work within a team environment to drive research and development of a Q Fever vaccine for humans including;
  - Working with *Coxiella burnetii* *in vitro* and *in vivo*
  - Working with laboratory animals
  - Working in a BC3 laboratory and animal facilities
- Managing multiple tasks effectively within tight timeframes to ensure outcomes are met

## Key relationships

Who	Why
<b>Internal</b>	
Team Leader Microbiology and Parasitology	<ul style="list-style-type: none"><li>• Receive guidance from, discuss priorities and provide regular updates on key issues and progress</li><li>• Escalate issues as appropriate</li><li>• Participate in meetings</li></ul>
Technical Manager Microbiology and Parasitology	<ul style="list-style-type: none"><li>• Interact with and work collaboratively to achieve unit outcomes</li><li>• Share information and discuss solutions to problems with colleagues</li><li>• Participate in meetings to represent laboratory section perspective and share information about day to day and medium to long term issues</li></ul>
EMAI, Biosecurity management responsible for BC3	<ul style="list-style-type: none"><li>• Interact with and work collaboratively to ensure all work practices meet the requirements of this facility</li><li>• Contribute to the ongoing improvement of work practices within the BC3 facility</li></ul>
EMAI Animal Care Ethics Committee	<ul style="list-style-type: none"><li>• Interact with and work collaboratively to ensure all work practices meet the requirements of the Animal Care Ethics Committee</li><li>• Interact with and work collaboratively to achieve outcomes in accordance with Animal Care Ethics Committee approval</li></ul>

Who	Why
EMAI Institute Biosafety Committee	<ul style="list-style-type: none"> <li>Interact with and work collaboratively to ensure all work practices meet the requirements of the Institute Biosafety Committee</li> <li>Interact with and work collaboratively to achieve outcomes in accordance with Institute Biosafety Committee approval</li> </ul>

## Role dimensions

### Decision making

This role has a high level of autonomy and is accountable for the delivery project outcomes.

### Reporting line

Team Leader

### Direct reports

Nil

### Budget/Expenditure

Authorisation for expenditure of allocated project resources under applicable Departmental delegation

## Essential requirements

- Degree qualification in Microbiology or a related field
- Extensive experience in microbiology, preferably in both veterinary and clinical laboratories
- Research experience in microbiology with evidence of contribution to publications and/or final reports
- Extensive experience in working with *Coxiella burnetii* or other category 3 pathogens
- Extensive experience working within BC3 laboratories and knowledge of the AS/NZS 2243.3:2010 Safety in laboratories. Microbiological safety and containment, Standards Australia
- Experience working with related laboratory fields including serology, molecular microbiology and large scale culture techniques
- Must be vaccinated against Q Fever
- Current NSW Driver Licence





## Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at [www.psc.nsw.gov.au/capabilityframework](http://www.psc.nsw.gov.au/capabilityframework)

### Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

## NSW Public Sector Capability Framework

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	<b>Act with Integrity</b>	<b>Intermediate</b>
	<b>Manage Self</b>	<b>Intermediate</b>
	Value Diversity	Intermediate
 Relationships	Communicate Effectively	Adept
	<b>Commit to Customer Service</b>	<b>Intermediate</b>
	<b>Work Collaboratively</b>	<b>Adept</b>
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	<b>Think and Solve Problems</b>	<b>Advanced</b>
	<b>Demonstrate Accountability</b>	<b>Intermediate</b>
 Business Enablers	Finance	Adept
	Technology	Intermediate
	Procurement and Contract Management	Intermediate
	<b>Project Management</b>	<b>Adept</b>

### Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Personal Attributes</b> Act with Integrity	Intermediate	<ul style="list-style-type: none"> <li>• Represent the organisation in an honest, ethical and professional way</li> <li>• Support a culture of integrity and professionalism</li> <li>• Understand and follow legislation, rules, policies, guidelines and codes of conduct</li> <li>• Help others to understand their obligations to comply with legislation, rules, policies, guidelines and codes of conduct</li> <li>• Recognise and report misconduct, illegal or inappropriate behaviour</li> <li>• Report and manage apparent conflicts of interest</li> </ul>
<b>Personal Attributes</b> Manage Self	Intermediate	<ul style="list-style-type: none"> <li>• Adapt existing skills to new situations</li> <li>• Show commitment to achieving work goals</li> <li>• Show awareness of own strengths and areas for growth and develop and apply new skills</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
<b>Relationships</b> Commit to Customer Service	Intermediate	<ul style="list-style-type: none"> <li>• Seek feedback from colleagues and stakeholders</li> <li>• Maintain own motivation when tasks become difficult</li> <li>• Support a culture of quality customer service in the organisation</li> <li>• Demonstrate a thorough knowledge of the services provided and relay to customers</li> <li>• Identify and respond quickly to customer needs</li> <li>• Consider customer service requirements and develop solutions to meet needs</li> <li>• Resolve complex customer issues and needs</li> <li>• Co-operate across work areas to improve outcomes for customers</li> </ul>
<b>Relationships</b> Work Collaboratively	Adept	<ul style="list-style-type: none"> <li>• Encourage a culture of recognising the value of collaboration</li> <li>• Build co-operation and overcome barriers to information sharing and communication across teams/units</li> <li>• Share lessons learned across teams/units</li> <li>• Identify opportunities to work collaboratively with other teams/units to solve issues and develop better processes and approaches to work</li> </ul>
<b>Results</b> Think and Solve Problems	Advanced	<ul style="list-style-type: none"> <li>• Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues</li> <li>• Work through issues, weigh up alternatives and identify the most effective solutions</li> <li>• Take account of the wider business context when considering options to resolve issues</li> <li>• Explore a range of possibilities and creative alternatives to contribute to systems, process and business improvements</li> <li>• Implement systems and processes that underpin high quality research and analysis</li> </ul>
<b>Results</b> Demonstrate Accountability	Intermediate	<ul style="list-style-type: none"> <li>• Take responsibility and be accountable for own actions</li> <li>• Understand delegations and act within authority levels</li> <li>• Identify and follow safe work practices, and be vigilant about their application by self and others</li> <li>• Be alert to risks that might impact the completion of an activity and escalate these when identified</li> <li>• Use financial and other resources responsibly</li> </ul>
<b>Business Enablers</b> Project Management	Adept	<ul style="list-style-type: none"> <li>• Prepare clear project proposals and define scope and goals in measurable terms</li> <li>• Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements</li> <li>• Prepare accurate estimates of costs and resources required for more complex projects</li> <li>• Communicate the project strategy and its expected benefits to others</li> </ul>

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
		<ul style="list-style-type: none"><li>• Monitor the completion of project milestones against goals and initiate amendments where necessary</li><li>• Evaluate progress and identify improvements to inform future projects</li></ul>