

Role Description

General information

Title:	Research Services Officer			Classification:	ASO3
Division:	South Australian Research & Development Institute	Branch:	Aquatic Sciences	Business Unit:	Research Support
Type of Appointment:	Ongoing	Hours of Duty:	37.5 hours per week	Location:	West Beach

About us

South Australia is internationally recognised for the quality of its agriculture, food, and wine. Our regions are the backbone of our state and the economic powerhouse that drives prosperity for all South Australians.

The Department of Primary Industries and Regions (PIRSA) is a key economic development agency working in partnership with our primary industries, regional stakeholders and across all levels of government to advance the prosperity and sustainability of South Australia's primary industries and regional communities.

We are a passionate team of around 800 people working across metropolitan and regional South Australia to develop and protect our state's regions and food, wine, aquaculture, fisheries, forestry, grains, livestock, dairy and horticulture industries

Purpose

The primary purpose of the role is to provide a high level of administrative support to contribute to the efficient operations of the Research Support branch in SARDI.

The role contributes delivering the agency's [priorities](#) including:

- Increasing productivity of our primary industries and agribusinesses.
- Securing production through biosecurity and efficient and sustainable use of resources.
- Growing regions by supporting key regional development drivers and growing opportunities available to our regional communities.
- Build partnerships with industry, stakeholders, research organisation and regional communities.
- Organisational performance as a modern, flexible, and responsive organization that values and develops its people.

The role contributes to delivering support to ensure SARDI's strategic directions are understood, and commitment is given to the principles and development of strategic directions and improving SARDI

Key Accountabilities

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| <ul style="list-style-type: none"> • Coordinate and administer the Site Safety Management Plans and facilitate the Chemical Management System (Chemeritus) for Aquatic Sciences sites. • Collaborate with the SARDI PIRSA WHS Consultant and key staff using initiative and site knowledge to identify and improve WHS processes and procedures. • Ensuring site specific changes and improvements that relate to WHS are achieved. • Support staff and managers to facilitate their continual improvement in work practices to comply with WHS requirements. | <ul style="list-style-type: none"> • Update databases relevant to achieving Aquatic Sciences SSMP and WHS outcomes. • Ensuring effective and accountable use of Departmental resources through appropriate financial and procurement practices. • Allocate access cards and keys for the West Beach Facility, ensuring appropriate authorisation and allocation are maintained at an effective level of security standards. • Be prepared to contribute to PIRSA's response and recovery obligations in emergency situations |
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Key Deliverables / Results

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| <ul style="list-style-type: none"> • Achieving the completion of the Site Safety Management Plan for West Beach, North Arm Store and Roseworthy Biosecurity Site. • Developing and reviewing internal procedures with the SARDI PIRSA WHS Consultant including but not limited to, Bush Fire Action Plans and Chemical Management Procedures. | <ul style="list-style-type: none"> • Coordinate meetings and minutes relating to WHS, Chemical Management and Lab Management by reporting on site specific WHS matters at a range of core Aquatic Sciences working group meetings. • Facilitate and monitor staff training in relation to site specific mandatory qualifications and continually source and evaluate best value for service providers. |
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| <ul style="list-style-type: none"> Manage licenses and permits, chemical disposals, addressing regulator concerns and ensuring renewals are actioned (e.g., government authority licenses (EPA and Radiation), SA Health chemical substance permits, SafeWork SA site specific licenses). | <ul style="list-style-type: none"> Manage and maintain Aquatic Sciences staff mandatory field qualifications and first aid training. Provide backup support in the absence of the Research Services Team Leader. Coordinate support services in quarterly auction of assets for the West Beach and North Arm Store. |
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Relationships

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| <ul style="list-style-type: none"> This role reports to the Research Services Team Leader. | <p>The incumbent is required to:</p> <ul style="list-style-type: none"> Maintains significant working relationships with the research director, science leaders, senior research scientists, and the operational and technical staff within SARDI Aquatic Sciences including staff located in the regional offices at Port Lincoln and Mount Gambier. Work in collaboration with the PIRSA People and Culture WHS Unit. Work with a range of external stakeholders, including specialist external service providers. Be an active member of specific working groups within SARDI Aquatic Sciences. |
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Requirements

- Possession of a current driver's licence and willingness to drive.
- Out of hours work and inter / intrastate travel may be required.
- Australian residency or current works permit is required (responsibility of applicant to provide evidence of a current work permit).
- You acknowledge your work, health and safety obligations and our expectations when [applying for a role](#).
- The incumbent will be required to undertake emergency management training and must be willing to participate in emergency preparedness, response and recovery activities required by government agencies.
- Contribute to out-of-hours call-outs and rosters in line with the emergency response plan for SARDI's South Australian Aquatic Sciences Centre, North Arm Store and Roseworthy facility.

Qualifications

- Desirable: Experience and knowledge of PIRSA policies and procedures relating to WHS.

Capabilities

Capability	Behaviours
<p>Professional and technical expertise</p> <p>Demonstrates sound knowledge of administrative practices and Work Health and Safety (WHS) procedures within an office-based environment.</p>	<ul style="list-style-type: none"> High level knowledge of DARMS Objective, Microsoft Office Suite and Adobe Creative Suite Sound understanding of PIRSA WHS requirements Demonstrated experience managing WHS systems and processes. Demonstrated experience in leading and supporting projects Sound knowledge of records management policies, procedures and systems An understanding of government mechanisms and public sector administrative policies and procedures

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	<ul style="list-style-type: none"> • Experience in a wide range of general administrative procedures • Keeps informed of changes to systems and process • Adapts to change and show flexibility in responding to evolving operational needs 				
<p>Team work and/or team building Contributes to team goals by sharing information and supporting others. Builds strong working relationships and helps improve WHS and site operations.</p>	<ul style="list-style-type: none"> • Is organised and careful in their work • Sets up procedures to ensure a high quality of work (e.g. review meetings) • Develops and uses systems to organise and keep track of information or work progress 				
<p>Communication Communicates clearly with a variety of stakeholders. Prepares accurate written materials and ensures shared understanding across teams.</p>	<ul style="list-style-type: none"> • Quickly adapts language and style to suit the needs of the audience and situation and to achieve the desired results • Respects others' viewpoints and incorporates these into building understanding and making final decisions • Communicates ideas and information in a form well matched to, and well received by, staff at all levels 				
<p>Customer orientation Responds promptly to stakeholder needs. Provides consistent, accurate information and maintains a solutions-focused, service-driven approach.</p>	<ul style="list-style-type: none"> • Looks for more effective ways to ensure work is completed • Produces quality, innovative work without constant supervision • Confidently works in a self-directed and self-motivated manner 				
HRMS No:		ANZCO Code:		Objective ID:	
Delegate Approval:	Maria Saarela			Date:	22/07/2025
Approved and Classified by People and Culture:	Zena Arabilla, Principal HR Business Partner				