

POSITION DESCRIPTION



Position	Biosafety Officer
Level/Classification	HEW0606
Reports to	Head of Ethics and Integrity
Unit	Ethics and Integrity
Directorate	Research and Innovation Office
Positions Supervised	0

Position Purpose

The Biosafety Officer supports the safe use of biological materials across the university by ensuring compliance with relevant legislation, codes, and policies. The role provides expert advice, and oversight of biosafety practices, training, inspections, and reporting. It also serves as Executive Officer and Secretary to the Institutional Biosafety Committee, maintaining effective governance and accurate records.

About Murdoch University

Murdoch University is a young and dynamic university with a foundational commitment to the environment, social justice and inclusion, and making education accessible to more people. Founded as Western Australia's second university in 1974, today, Murdoch has more than 21,000 students and 1,700 staff across campuses in Perth, Singapore and Dubai. With more than 90,000 Alumni, Murdoch graduates can be found all over the world, making a positive difference.

Our Strategy – Ngala Kwop Bididi. Building a brighter future, together – guides the University's direction and reaffirms our shared purpose to change lives and society for the better through accessible education and research.

The Strategy is focused on three key themes:

- Sustainability: Be a leading university in education, teaching and translational research in sustainability.
- Equity, Diversity, and Inclusion: Build a welcoming, diverse and inclusive community.
- First Nations: Become the University of first choice for First Nations peoples.

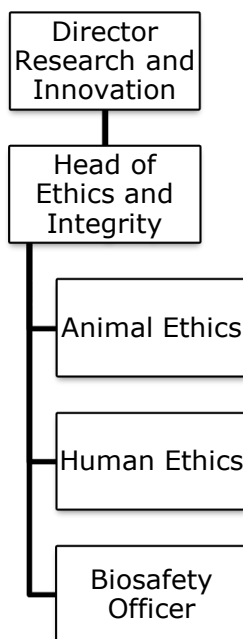
Murdoch is also committed to building engagement with our local community, State, nation, and global society with a track-record in creating strong partnerships with business, government and industry.

About the Work Area

This role is part of the Research and Innovation Office (RIO), which supports high-quality, ethical, and compliant research across Murdoch University. RIO provides services that enable researchers to meet legislative and institutional requirements, manage risk, and ensure research integrity.

The position supports compliance with relevant legislation on biosafety, export controls, and biodiversity. It provides services to research, teaching, and external users of the university. The role sits within the Ethics and Integrity function but operates independently. It works closely with the appointed Institutional Biosafety Committee (IBC) Chair to ensure oversight of biosafety matters and support the safe conduct of research activities.

Reporting Relationships



Key Responsibilities/Duties

1. Identify and develop strategies to minimise risks associated with work involving biological materials.
2. Ensure all activities, processes, and systems comply with relevant legislation, codes, regulations, and university policies relating to the use of biological materials.
3. Act as Executive Officer and Secretary to the Institutional Biosafety Committee (IBC), supporting the Chair and ensuring accurate records, agendas, and minutes are maintained.
4. Coordinate and, when required, conduct or assist with internal inspections of facilities and laboratories to maintain compliance and safety standards.

5. Provide expert advice and guidance on biosafety practices and the safe use of biological materials.
6. Work with the IBC Chair to develop, maintain, and deliver biosafety training materials and programs for staff, students, and other users.
7. Keep staff informed of legislative changes and best practice compliance initiatives related to biosafety and biosecurity.
8. Support staff in identifying and managing risks by providing resources, tools, and practical advice for safe work with biological materials.
9. Develop, establish, and maintain central databases and records for compliance matters, including training, audits, licences and permits, and DAFF and OGTR documentation, ensuring consistent application across all faculties and research projects.
10. Undertake other duties as directed, including but not limited to supporting the university's responsibilities under Defence Export Controls.

Selection Criteria

Essential

1. **Qualifications and Experience**
Relevant tertiary qualification in science, biotechnology, or a related discipline, and or relevant work experience
2. **Knowledge of Legislation and Standards**
Strong knowledge of legislation, codes, and regulatory frameworks governing biosafety and biosecurity.
3. **Risk Management and Compliance**
Demonstrated ability to identify, assess, and manage risks associated with biological materials and to ensure compliance through inspections, audits, and continuous improvement processes.
4. **Communication and Advisory Skills**
Proven ability to provide clear advice and guidance to academic and professional staff, students, and committees on biosafety matters, with well-developed written and verbal communication skills.
5. **Training and Education**
Experience in developing, maintaining, and delivering training programs or resources to promote safe work practices and legislative compliance.
6. **Organisation and Governance**
Strong organisational skills with experience maintaining records, coordinating inspections, supporting committees, and meeting reporting obligations, including acting as Executive Officer and Secretary to the Institutional Biosafety Committee.
7. **Technical**
Have a sound understanding of Microsoft 365 products including teams, lists and PowerBI.

Desirable

1. Experience supporting institutional responsibilities under Defence Export Controls or similar regulatory frameworks.
2. Formal training or certification in biosafety, biosecurity, or laboratory safety management.

3. Experience working with OGTR and DAFF compliance systems within a research or higher education environment.
4. Knowledge of Occupational Health and Safety legislation and practices

Work Requirements

1. Australian permanent residency or possession of a valid visa with work entitlement in Australia.
2. The occupant of this position will be required to undertake a criminal record check in accordance with the University's Employee Background Checks Procedure.
3. Some after hours work may be required.
4. Occasional weekend work.
5. Current "C" class driver's licence
6. Ability to work outside of normal office hours when required.

General Obligations

While at work, an employee must:

- take reasonable care for their own health and safety and ensure that their acts or omissions do not adversely affect the health and safety of other persons;
- report incidents, injuries and hazards;
- comply with any reasonable instruction that is given by Murdoch University; and
- comply with Murdoch University policies and procedures.

Guiding Principles and Values/Code of Ethics and Code of Conduct

Our Values

- Authenticity
- Integrity
- Respect
- Inclusivity
- Openness

Our Principles

- Act with justice, respect and responsible care.
- Be collegiate and respectful of other points of view.
- Protect academic freedom.
- Be agile, flexible and resilient.
- Make decisions at the most appropriate level.
- Be transparent in decision-making and with information.
- Adopt common approaches to common tasks.
- Be careful stewards of our resources.

All staff will comply with the University's Code of Ethics and Code of Conduct and demonstrate a commitment to its Equity, Diversity and Safety principles and the general capabilities of personal effectiveness, working collaboratively and demonstrating a focus on results.

All Staff complete a Development Review Annually. A Commencing Development Review should be completed within 3 months of commencement.

We acknowledge that Murdoch University is situated on the lands of the Whadjuk and Binjareb Noongar people. We pay our respects to their enduring and dynamic culture and the leadership of Noongar elders past and present. The boodjar (country) on which Murdoch University is located has, for thousands of years, been a place of learning. We at Murdoch University are proud to continue this long tradition.