# Position Details

## Technical Services - CSOF5

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| The following information is for applicants | |
| Advertised Job Title | MNF Science and Technical Coordinator |
| Job Reference | 100315 |
| Tenure | Indefinite  Full-time |
| Salary Range | AU$114,219 - AU$123,605 per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Hobart |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Facilities Team Leader |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Nick Jones via email at n.jones@csiro.au |
| 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](mailto:careers.online@csiro.au) or call 1300 984 220. |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

**Child Safety**

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](https://www.csiro.au/en/about/policies/child-safe-policy).

### Role Overview

CSIRO’s Marine National Facility (MNF) is seeking an experienced and motivated Science & Technical Coordinator to oversee the readiness, maintenance, and strategic management of MNF’s scientific equipment and facilities. This role plays a critical part in supporting scientific research by ensuring that all equipment, laboratories, and operational capabilities meet the needs of diverse research projects.

Reporting to the Facilities Team Leader, the Science & Technical Coordinator will collaborate with internal and external stakeholders to oversee the lifecycle management of scientific assets, support research voyage planning, and contribute to the long-term strategic development of MNF’s capabilities. The position may require occasional travel, including the opportunity to go to sea on RV *Investigator* in support of MNF operations.

### Duties and Key Result Areas

**Asset Management & Maintenance Oversight**

* Monitor and review the ship management contractor completion of planned and unplanned maintenance activities to ensure compliance with regulatory and original equipment manufacturer (OEM) requirements.
* Oversee the inventory management of spare parts, loose gear, and scientific equipment to ensure availability and readiness.
* Contribute to lifecycle maintenance planning, including major dry dockings, in coordination with the ship manager and internal stakeholders.
* Implement and refine asset management plans, processes, procedures, and guidelines in alignment with best commercial maritime industry practices.
* Provide reports and briefings to the Facilities Team Leader and Operations Group Leader on vessel maintenance, ship performance, availability, and science equipment readiness.

**Scientific Capability & Laboratory Management**

* Work closely with the Engineering and Technology Program Teams to develop and implement management plans for MNF laboratories (both ship-based and containerised) to maintain operational readiness.
* Ensure that scientific equipment and facilities are properly maintained, upgraded, and aligned with the evolving needs of the research community.

**Voyage Planning & Execution Support**

* Collaborate with the Operations Team to ensure all scientific equipment and facility requirements are met for research voyages.
* Provide technical support and guidance to research teams to ensure the safe and effective use of scientific equipment during voyages.

**General**

* 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, regionally dispersed research team to carry out tasks in support of CSIRO scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. Relevant trade certificate/diploma/bachelor’s degree or equivalent relevant work experience in engineering, marine engineering and project management.
2. Experience in managing research assets and facilities and coordination of complex logistics to prioritise multiple tasks and deadlines.
3. Ability to develop and maintain constructive relationships with stakeholders, customers and work teams, and proactively collaborate, consult, and share resources with colleagues within your team to accomplish objectives.
4. Experience in risk assessment and health and safety principles.
5. Experience in managing complex projects in a dynamic team environment, meeting tight timeframes and managing competing priorities.
6. Ability to communicate with influence and clarity on technical and specialist matters.
7. Experience in contract management practices and procurement of assets, including the development of requirements for approaches to market and evaluation of responses.
8. The successful candidate will be required to undertake a pre-employment medical examination prior to commencement.

## **Desirable**

1. Experience in the use and application of asset management systems.
2. Current Australian drivers licence

## **Required Competencies**

* **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
* **Influence and Communication:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.
* **Resource Management/Leadership:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
* **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

Special Requirements

Appointment to this role is subject to provision of a pre-employment background check and may be subject to other security/medical/character clearance requirements.

Include if relevant:

* The successful candidate will undertake a pre-employment background check. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* If the successful candidate is not an Australian Citizen or Permanent Resident, they 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/
* This role has child safety obligations. Accordingly, the successful candidate will be required to obtain and provide evidence that they hold a valid paid/employee (not volunteer) Working with Children/ Vulnerable People Check prior to confirmation of appointment.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [Marine National Facility](https://www.csiro.au/en/about/facilities-collections/MNF) website for more information.

CSIRO is a values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* People First
* Further Together
* Making it Real
* Trusted