# Position Details

## Research Management- CSOF7

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| The following information is for applicants |
| Advertised Job Title | Facilities Manager, Canberra Deep Space Communication Complex (CDSCC) |
| Job Reference | 100993 |
| Tenure and work schedule | Indefinite, Full-time Position will also be considered as part-time (minimum 0.9 FTE) or 1.0 FTE with a 9-day fortnight |
| Salary Range | AU$157k - AU$174k pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Tidbinbilla – Canberra Deep Space Communication Complex, ACT |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens & Australian Permanent Residents only |
| Position reports to the | Director, CDSCC |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 4 |
| Enquire about this job | Contact Markus Martius via email at Markus.Martius@csiro.au  |
| Support and Workplace Adjustments | We offer a range of reasonable supports and workplace adjustments. Please let us know via email to the Talent Acquisition Consultant at shree.chattopadhyay@csiro.au or the *Hiring Manager mentioned above,* if we can help you to equitably participate in our recruitment process or the role itself. |
| 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 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).

**About CSIRO**

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

As one of the world’s largest multidisciplinary mission-driven research organisations, we are focused on the issues that matter the most: for our quality of life, for the economy and for our environment. We believe diverse teams are more effective and deliver more innovative outcomes. When we all focus on the big things that really matter, and work in partnership with our communities and [Indigenous Australia](https://www.csiro.au/research/indigenous-science), Australian science and technology can solve seemingly impossible problems and create new value for all Australians. Visit [CSIRO.au](file:///C%3A/Users/lui008/OneDrive%20-%20CSIRO/Desktop/LIFE/LEADERSHIP/Inclusive%20Recruitment/PD%20and%20Job%20Ads/CSIRO.au) for more information.

### About CDSCC

Under an Agreement between the Australian and United States Governments, CSIRO has management responsibility for the activities of the National Aeronautics and Space Administration (NASA) in Australia. The principal activity is the operation of the Canberra Deep Space Communication Complex (CDSCC) located at Tidbinbilla, some 40 km from Canberra. CDSCC supports ground-based telecommunications as part of the international National Aeronautic Space Administration (NASA) Deep Space Network (DSN), under contractual arrangements between NASA and the Commonwealth Scientific Industrial Research Organisation (CSIRO). CDSCC is one of three similar complexes that together with the Network Operations Control Centre at the Jet Propulsion Laboratory (JPL) – based in the US - constitute NASA’s global DSN. JPL manages and operates the DSN for NASA. Visit CDSCC Online for more information.

**Role Overview**

Reporting to the Director CDSCC, and as a member of the CDSCC Management Team, the Facilities Manager works collaboratively as part of a multi-disciplinary team in support of the CDSCC. The position will be required to interact with and influence staff, customers, and stakeholders at both operational and executive level. The Facilities Manager will have oversight of approximately 17 staff, which includes 4 direct reports.

The Facilities Manager works under limited direction, providing specialist advice on complex multidisciplinary technical and engineering matters both on site and across the Deep Space Network. Extensive technical knowledge is required in order to provide innovative solutions to complex problems. The Facilities Manager leads the Electrical and HVAC team, the Grounds and Services team and the Project Management team (PMO) and is responsible for critical decision making for site infrastructure, including the responsibility of High Voltage Operating Authority (HVOA), in accordance with DSN standards and CDSCC/CSIRO policies and procedures.

This position is available on a full-time or part-time basis. The minimum part time arrangement would be 66.15 hours per fortnight (0.9 FTE).We also support flexible working arrangements, noting that the role will require a level of flexibility to accommodate meetings outside the standard band of hours to reflecttime zones of our customer (JPL/NASA).

### Duties and Key Result Areas

* Set strategy and project goals to manage the activities of the Facilities Group at CDSCC ensuring the successful delivery and maintenance of HVAC, electrical, fire protection, potable water, sewerage, grounds and general maintenance.
* Provide specialist technical expertise and leadership to the group.
* Lead multidisciplinary assurance and maintenance practices.
	+ Identify and use modern methods of benchmarking maintenance delivery and employ recognised management techniques as well as new technologies to increase maintenance efficiency and systems reliability.
* Participate in DSN technical reviews and provide assessment based on expertise regarding new DSN project proposals.
* Oversee the management of Facility Projects and Facility Services.
	+ Responsibility for the delivery of projects such as upgrades to operational systems and facilities, including utilities services to the CDSCC antennae.
	+ Management of the Facility grounds, environment and civil works.
	+ Ensure the coordination of activities, resources, downtimes, and schedules locally and with JPL.
* Manage and be accountable for the Facilities budget ensuring correct procurement practices and guidelines are followed.
* Foster an environment in which there is a high level of cooperation within and between teams and facilitate positive team relationships.
* Provide advice and undertake activities/reporting as a member of the CDSCC senior management team.
* Safety management.
	+ Identify and recommend safe systems of work with specific emphasis on maintenance activities.
	+ Facilitate the implementation of safe systems of work in coordination with HSE and site stakeholders.
* Occasional domestic and international travel.
* Adhere to CSIRO’s Code of Conduct, HSE procedures and policy, and Diversity & Inclusion initiatives.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. Relevant tertiary qualifications in Electrical, Mechanical, Civil or Industrial Engineering, in conjunction with demonstrated leadership and managerial experience in an industrial maintenance environment at a senior level.
2. Broad experience in management and customer-focussed facilities maintenance and operations, and the delivery of complex engineering outcomes on time and to budget.
3. Relevant qualification in Project Management or equivalent experience, with relevant experience demonstrated within large or complex organisations.
4. A strong history of establishing and working effectively in teams, encouraging new ideas, building trust, and providing support for the development of emerging skills.
5. Proven ability to think strategically and balance long term planning with short term operational oversight.
6. The capacity to embrace change management initiatives with demonstrated success in the implementation of cultural change.
7. Demonstrated experience in ensuring safe working practices and effective environmental management.

**Desirable:**

1. Experience in engineering based Computerised Maintenance Management Systems (CMMS).
2. Previous experience working with Trades and Technical positions in a similar maintenance and operations environment.
3. An understanding of, and experience with, Commonwealth Procurement Rules (CPRs).

## **Not sure if you meet all the criteria?**

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don’t let the list discourage you. If you are unsure about applying, please reach out to the contact on page 1 of this document so we can discuss the role further.

## **Required Competencies**

* **Teamwork and Collaboration:** Creates and fosters an environment in which there is a high level of cooperation within and between teams. Facilitates positive team relationships to build interactions across Business Units and the organisation.
* **Influence and Communication:** Uses complex influencing strategies, for example, assembling strategic coalitions, building behind the scenes support and the tactical use of information to gain support.
* **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
* **Judgement and Problem Solving:** Resolves major conceptual scientific, technical, commercial or management problems, which have a significant impact upon the field of research, professional function, the Business Unit or the Organisation. Situations faced have little or no precedent and require original concepts and approaches.
* **Independence:** Commits significant resources in the face of uncertainty and takes calculated risks to improve performance and achieve challenging goals. Uses personal energy to drive change strategies. Formulates and implements contingency plans to minimise the impact of potential risks. Accepts personal responsibility for the outcomes of decisions/risks taken.
* **Adaptability:**Is flexible in response to external change or when faced with external constraints. Identifies and promotes the opportunities arising as a result of change.

**Setting You Up For Success**

We understand that not everyone works in the same way and sometimes people may require reasonable support and adjustments to perform at their best. Whether related to the recruitment process and or the role itself, this may include options such as providing different methods of communication, flexible hours or physical adjustments to work methods. If you feel comfortable, we encourage you to share any support and adjustments you may need to carry out the inherent requirements of the role. Please let us know via email to the Talent Acquisition Partner, if we can help you to equitably participate in our recruitment process or the role itself.

**Life at CSIRO and Flexible Working Arrangements**

We [work flexibly at CSIRO](https://www.csiro.au/en/careers/life-at-csiro/Flexible-work), offering a range of options for how, when and where you work.  We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, [benefits](https://www.csiro.au/en/careers/life-at-csiro/Benefits) and [career development](https://www.csiro.au/en/careers/life-at-csiro/Career-development) opportunities. To learn more, visit [Careers at CSIRO](https://www.csiro.au/en/careers).

We celebrate the uniqueness of our workforce and are committed to creating [diverse and inclusive teams](https://www.csiro.au/en/careers/life-at-csiro/Diversity-inclusion-belonging) where everyone feels they belong. CSIRO is an equal employment opportunity organisation dedicated to recruiting people based on merit, and reflecting the diversity of the community we serve. We recognise true diversity encompasses all ages, nationalities, abilities, cultures, genders, sexualities, faiths, levels of education, diversity of thought and many more aspects of identity. By empowering diverse teams, our community is reflected in the solutions we create.

**CSIRO Values**

CSIRO is a values-based organisation committed to values-based leadership.

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| **Value** | **Descriptor** | **Behaviour** |
| **People First** | Our priority is the safety and wellbeing of our people. We believe in, and respect, the power of diverse perspectives. We seek out and learn from our differences.  | * Respectful
* Caring
* Inclusive
 |
| **Further Together** | We achieve more together than we ever could alone. We listen and collaborate, in teams, across disciplines, across boundaries. We embrace ambiguity and use discussion and persistence to generate unique solutions to complex problems. | * Accountable
* Authentic
* Courageous
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| **Making it Real** | We do science with real impact. We thrive when taking on the big challenges facing the world. We take educated risks and defy convention. We celebrate successes and failures and leverage them to learn as we strive to be the force for positive change. | * Partnering
* Cooperative
* Humble
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| **Trusted** | We’re driven by purpose but remain objective. We fight misinformation with facts. We earn trust everywhere through everything we do. We trust each other and we hold each other accountable. Together our actions drive Australia’s trust in CSIRO. | * Curious
* Adaptive
* Entrepreneurial
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**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).

Special Requirements

Appointment to this role may be subject to conditions including.

* Evidence of a recent National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* The ability to travel domestically and internationally.
* As this site works directly with NASA and JPL, the successful applicant will be required to obtain an Export Administration Regulations (EAR) clearance/approval.
* Hold a current Class ‘C’ Australian Driver’s Licence (or equivalent)

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [Space and Astronomy](https://www.csiro.au/en/Research/Astronomy) 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