# Position details

## Administrative services- CSOF6

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| The following information is for applicants | |
| Advertised job title | Culture Project Manager, Canberra Deep Space Communication Complex (CDSCC) |
| Job reference | 101450 |
| Tenure and work schedule | Specified Term of 12 months  Full-time or Part-time (minimum 0.6 full-time equivalent).  We will explore options for part-time and flexible work arrangements based on needs of the role and individual circumstances. |
| Salary range | AU$131,113 to AU$153,639 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) and office arrangements | Site based role at CDSCC, Tidbinbilla, ACT. |
| 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 | Team Leader, People Partnering - DNFC |
| Client focus – internal | 100% |
| Client focus – external | 0% |
| Number of direct reports | 0 |
| Enquire about this job | Annie Archer (She/Her) - Team Leader, People Partnering – DNFC. annie.archer@csiro.au |
| Support and workplace adjustments | We offer a range of reasonable supports and workplace adjustments. Please let us know via email greg.dowling@csiro.au 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](mailto:careers.online@csiro.au) |

**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, the Commonwealth Scientific Industrial Research Organisation (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](https://www.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 with space craft as part of the international NASA Deep Space Network (DSN), under contractual arrangements between NASA and the CSIRO. CDSCC is one of three similar complexes, the other two being based in Madrid (Spain) and Goldstone (USA), 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](https://www.cdscc.nasa.gov/) for more information.

### Role overview

Acting as a trusted advisor, coach and culture champion, the Culture Project Manager will facilitate open communication and collaboration to support an inclusive and productive culture. The Culture Project Manager will lead efforts to further understand the key influencing factors and design initiatives to transform workforce culture by improving employee engagement and fostering a shared sense of responsibility among all staff and leaders whilst acknowledging CDSCC as a unique workplace.

This role requires a skilled influencer who can effectively engage and bring staff at all levels along on the journey towards a positive and sustainable culture. The successful candidate will design and implement initiatives that align with organisational values, monitor their impact, and adapt approaches to enable long-term success.

The Culture Project Manager will work closely with the HR Business Partner for CDSCC but will not undertake generalist HR Partner activities. The Culture Project Manager role is focussed on implementing culture initiatives. The Culture Project Manager will also work with our Organisational Development Team to leverage existing programs and materials to support culture uplift.

### Duties and key result areas

* Work closely with all staff to understand: the operation of CDSCC, background and context of CSIRO’s operation of CDSCC, key opportunities and challenges relative to workplace culture at CDSCC.
* Work closely with all staff, including the establishment of a Culture Reference Group, to define a preferred future state culture/collaborative relationship.
* Develop and implement a comprehensive culture change strategy and associated implementation plan based on current employee engagement feedback, consultation with staff and leaders and organisational goals.
* Collaborate with leadership and staff to promote understanding and commitment to culture initiatives.
* Provide coaching and support to further build knowledge and capability of leaders on culture-related leadership practices.
* In collaboration with staff, design initiatives and activities that encourage shared leadership and staff participation and accountability for culture improvement.
* Facilitate workshops, focus groups, and communication campaigns to increase awareness and involvement at all levels.
* Track and report on culture metrics and employee feedback to measure progress and effectiveness.
* Identify and address barriers to culture change, proposing innovative solutions to enhance workforce morale.
* Act as a liaison between HR, leadership, and employees to ensure alignment and shared responsibility.
* Be aware of and consider best practices and emerging trends in organisational culture and employee engagement.
* 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, team to carry out tasks in support of CSIRO’s 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**

#### Pre-requisite

This is a 100% site-based role (minimum 3 days per week part time) therefore prerequisite is the ability to travel to, and work from, the Canberra Deep Space Communication Complex at Tidbinbilla, ACT.

#### Essential

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

1. Relevant bachelor’s degree or equivalent relevant work experience in change management, organisational development, psychology or human resources.
2. Proven experience in culture change management, employee engagement, and/or organisational development roles.
3. Strong interpersonal communication and influencing skills with the ability to engage stakeholders at all levels.
4. Demonstrated ability to design and implement culture or engagement initiatives with measurable outcomes.
5. Analytical mindset with experience in interpreting employee survey data and culture metrics.
6. Collaborative and empathetic approach, skilled in building trust and motivating teams.

## **Desirable**

1. Experience working in diverse and complex organisational environments.
2. Formal change management accreditation

**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:** 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:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas.
* **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:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
* **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

**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 [wade.barker@csiro.au](mailto:wade.barker@csiro.au) 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 |
| **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 |
| **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 |

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

* 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.