# Position Details

## General Management – CSOF7

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| The following information is for applicants |

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| Advertised Job Title**:** | CBIS Manager – ACDP |
| Job Reference: | 91841 |
| Classification: | CSOF7 |
| Salary Range: | AU$146,207 - AU$161,767 + up to 15.4% superannuation |
| Location: | Australian Centre for Disease Preparedness (ACDP), Geelong |
| Tenure: | Indefinite |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian Citizens Only |
| Reports to the: | CBIS Executive Manager – Operations |
| Number of Direct Reports: | 5 |
| Name and Contact Details For Applicant Enquiries: | Sandra Edwards via email [Sandra.Edwards@CSIRO.au](mailto:Sandra.Edwards@CSIRO.au) |
| Contact Details For Applying: | Call 1300 984 220 or email [careers.online@csiro.au](mailto:careers.online@csiro.au) |
| How to Apply: | Please apply online at [jobs.csiro.au](https://jobs.csiro.au/) and enter the requisition number. Internal applicants please apply via ‘Jobs Central’ through the ‘People Hub’ icon |

## Role Overview:

At the Commonwealth Scientific and Industrial Research Organisation (CSIRO), we do the extraordinary every day. We innovate for tomorrow and help improve today - for our customers, all Australians and the world. We imagine. We collaborate. We innovate. Australia is founding its future on science and innovation. CSIRO is a powerhouse of ideas, technologies and skills for building prosperity, growth, health and sustainability. It serves governments, industries, business and communities across the nation. CSIRO is Australia's premier research body, delivering innovative science for the benefit of Australians.

CSIRO has a complex property portfolio of owned and leased facilities that comprises over 1,000 buildings spread across 50 locations within Australia and in three countries overseas. This scientific research, (including National Research Infrastructure) and office/administration facilities are diverse in ownership, type of property, age and condition. The property portfolio is managed by CSIRO’s Business and Infrastructure Services unit (CBIS) which has offices in each state.

The Australian Centre for Disease Preparedness (ACDP), formerly titled the Australian Animal Health Laboratory (AAHL), is the national animal health diagnostic, research, and bio-containment facility, which plays a vital role is maintaining Australia's capability to quickly diagnose exotic and emergency animal diseases. ACDP is a national facility operated by CSIRO. Continued performance of the complex containment systems, vital to the safe conduct of scientific work and the reputation of the laboratory in scientific, rural and political communities, is heavily dependent upon a comprehensive and carefully conducted maintenance program.

Maintenance and Engineering Services at the ACDP Facility are provided by CBIS. The ACDP CBIS team is a multi-discipline group of engineering professionals, trades people and operational support services staff who provide maintenance and operation of services and plant required for the proper functioning of the research facility.

The role is to manage the provision of professional engineering and technical support services for minor capital improvement, maintenance, and operational activities. The incumbent will possess a degree in an appropriate engineering discipline, have excellent verbal communication and documentation writing skills, be conversant with biological containment engineering principles, possess a sound understanding of plant diagnostic and maintenance methods and demonstrate a strong commitment to safe working practices. The incumbent will also possess excellent Technical and Personnel leadership capabilities, along with strong collaborative qualities.

The Operations team is led by the Executive Manager – Operations and managed by seven State Managers across the nation. Each manager is empowered to make decisions to benefit operations within their respective state or region and to work collectively to improve consistency of service delivery.

Each manager is also empowered to manage the day-to-day business of their staff, manage their activities within the available budget allocated from the Executive Manager. They hold the primary relationship with site leaders, HSE (Health, Safety and Environment) and IM&T (Information Management & Technology) staff, be involved in site-based Committees and interface with Research Operations Managers (ROMs). The incumbent is to collaborate with other State Managers to drive consistency across states in accordance with the CBIS Service Charter and Scope of Services.

## Duties and Key Result Areas:

* Lead a team of diverse individuals and foster an environment that encourages innovative ideas and provides support for the advancement of emerging skills and talent development.
* Create trust by displaying consistency, understanding, integrity and patience.
* 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.
* In conjunction with the other State Managers, contribute and collaborate actively in embedding consistent practices across the nation supporting the CBIS Service Charter, and encouraging continuous improvement in service delivery to customers.
* Dedicated commitment to the embedding the principles of the CSIRO Code of Conduct and values into every day engagements ensuring quality day to day delivery of customer-focused services to staff and visitors.
* Build and maintain strong working and productive relationships with key stakeholders, influencing change without direct line control. Hold the primary relationship with site leaders, science group leaders, local HSE and IM&T staff and participate on site leadership committees and interface with the Research Operations Managers.
* Working with the Manager, Environmental Sustainability, drive sustainability initiatives both locally and nationally across CSIRO sites.
* In consultation with Manager Contracts & Compliance deliver safe and effective contract delivery and contractor services on site.
* Understand and balance the needs of the Science Business Units and CSIRO Strategy and add value to their business by providing effective and efficient delivery of property services.
* Ensure engineering systems comply with the relevant Australian Standards and Regulations, specifically including those relevant to Microbiological Laboratories. Various areas of the facility are required to meet regulations set by Department of Agriculture (AQIS (Australian Quarantine and Inspection Service)), the Office of the Gene Technology Regulator (OGTR), and regulations specific to Security Sensitive Biological Agents (SSBAs).
* Monitor compliance with Health Safety & Environment regulations, regulatory authority requirements and the Permit to Work System.
* Plan, in consultation with site leader and CBIS Coordinator Projects, the oversight and delivery of minor capital works and general projects within agreed scope and budget.
* Actively participate in major projects and contribute to planning through the Executive Manager - Operations and be part of project control groups.
* Annual budget development, management, and reporting. Develop and deliver budget management reporting which provides meaningful analysis and commentary on staffing, plant and equipment performance, KPIs (Key Performance Indicators) and team objectives.
* Keep abreast of modern maintenance practices and introduce appropriate new maintenance technology and procedures to the site (and share with CBIS colleagues where appropriate).
* Ensure the consistency of plant and equipment configuration and management of equipment change processes are in accordance with the Change Management processes.
* Manage Asset Management Plans to ensure SCADA, Physical Security systems and other plant and equipment continue to provide a reliable and cost-effective level of service.
* Possess knowledge and relevant experience of all areas of property management, site services such as Stores, Receptions, Fleet Management where relevant, procurement and how these functions integrate.
* Lead a team of technicians, operators, stores and reception staff to ensure the operation of the site to provide 24/7 laboratory capability
* Other duties as directed.

## CSIRO 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 organisational interaction across CSIRO.

**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:** 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:** 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.

## Selection Criteria:

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

1. Demonstrable experience in a Technical Leadership Role, ideally in a facilities management setting.
2. Tertiary qualifications in an engineering discipline are highly regarded.
3. Demonstrated well developed team leadership skills with strong interpersonal skills (negotiating, mentoring, coaching, training and reporting writing) to manage the operations of a customer focused Specialist Team engaged in the monitoring, control, security and upkeep of a complex facility.
4. Demonstrated high level technical knowledge and understanding of building and related engineering trades and services, including essential skills, relevant to the safe and sustainable operation of complex facilities.
5. Demonstrated applied knowledge of facility management, principles, processes and systems
6. Willingness to comply with mandatory ACDP microbiological & security requirements.
7. Technical Leadership qualities in leading Technical Change to complex facilities; A logical and analytical approach to problem solving; Planning and organisational skills.
8. Interpersonal Leadership qualities in developing effective working relationships with trades staff; People and consultative management skills; excellent verbal communication skills; Coaching/mentoring; and Demonstrated report and documentation writing skills.
9. Financial management skills including estimating, budgeting, cost control, recording and reporting.
10. Demonstrated knowledge/experience and commitment to relevant procedures/protocols associated with Occupational Health and Safety including safe working practices; Hazard Identification, Risk Assessment and Control; safety and security at CSIRO’s research facilities.

## Desirable Criteria:

1. Specific experience in technical areas of engineering systems: Biocontainment Systems, Steam Generation and Reticulation Piping, Air Conditioning and Refrigeration plant, Building and Process Services, Laboratory Equipment, Mechanical plant, electrical and /or process plant engineering involving automated control systems.
2. Prior experience in a similar facility and/or familiarity with complex engineering systems and / or Knowledge of the principals of microbiological security.
3. Knowledge in electrical, mechanical, electronics, operation, and maintenance and/or process plant engineering involving automated control systems.
4. Experience with facilities which require a high level of security
5. Demonstrated ability to build strong and productive working relationships

**Special Requirements:**

* CSIRO utilises the Australian Government Security Vetting Agency to conduct its security clearances. Further information regarding security clearances may be found at <http://defence.gov.au/AGSVA/resources.asp> To obtain an Australian Government security clearance, 10 years’ worth of background information verifiable by independent and reliable sources is required.
* The successful candidate will be asked to obtain and provide evidence of a National Police Clearance or equivalent. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* To be eligible for this position you must be willing and able to work within the “Secure Area” of the Australian Centre for Disease Preparedness. Working within this area will impose restrictions which may affect your lifestyle such as contact with certain types of animals or access to land where these animals are kept.
* This role has child safety obligations. Accordingly, the successful candidate will be required to obtain or provide evidence that they hold a working with children check prior to confirmation of appointment.
* ACDP - Security Assessment and Microbiological Security Requirements for Personnel Working on the Australian Centre for Disease Preparedness (ACDP) Site.

**Applicants must:**

* Be willing and able to adhere to CSIRO ACDP microbiological security requirements and HSE policies.
* Be willing and able to be vaccinated against rabies, hepatitis B, Japanese encephalitis or other agents.

## About CSIRO:

We imagine. We collaborate. We innovate. To find out more visit us [online](http://www.csiro.au/)!

Find out more about the CSIRO [Australian Centre for Disease Preparedness - CSIRO](https://www.csiro.au/en/Research/Facilities/AAHL)