



Position Details

Research Projects- CSOF5

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
Advertised Job Title	ACDP Project Manager
Job Reference	101008
Tenure	Indefinite
Salary Range	AU\$114,219.00 - AU\$123,605.00 per annum (pro-rata for part-time) plus up to 15.4% superannuation
Location(s)	ACDP Geelong VIC/CSIRO Clayton
Relocation Assistance	Will be provided to the successful candidate if required
Applications are open to	Australian Citizens Only
Position reports to the	ACDP Project Director
Client Focus – Internal	90%
Client Focus – External	10%
Number of Direct Reports	0
Enquire about this job	Contact Emma Moysey via email at Emma.Moysey@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 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](#).

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](#).

Role Overview

CSIRO has a complex property portfolio of owned and leased facilities that comprises over ~800 buildings spread across more than 48 locations within Australia. These scientific and research facilities are diverse both in location and type. CSIRO Business & Infrastructure Services (CBIS) is chartered with managing the services, maintenance and operation of all CSIRO's scientific and research facilities. CBIS delivers strategic, estate management and capital and minor works functions through its regional and state property management teams supported by its Implementation team. CBIS's strategy and operational activities align with CSIRO's strategic direction and scientific activities.

As the ACDP Project Manager, you will manage the planning and delivery of minor and medium capital works projects at ACDP including the application of change management principles. In delivering these projects, you will be responsible to the ACDP Project Director and will operate within the project governance structure. You will be directly accountable for ensuring projects adhere to time, cost and quality requirements and for providing high quality, strategic advice, often in connection with technically challenging issues.

The ACDP Project Manager will be supported in the planning and delivery of projects by the Capital Program Management Office, and the ACDP Program Manager.

These projects are undertaken in a complex environment, with a focus on whole of life capital and operating costs. The role requires the participation in various project activities, including working closely across key stakeholder and contractor groups, in a rapidly changing environment to deliver leading edge project outcomes.

You will have demonstrated ability to establish and maintain relationships with key stakeholders across CSIRO, industry, government and the community. You will have a broad knowledge of government policy and extensive experience in managing projects.

To be successful in this position, you will need to keep abreast of relevant issues and developments and draw on CSIRO-internal and external expertise in order to provide timely, accurate, and robust advice within the Project.

This role will require domestic travel periodically.

Duties and Key Result Areas

- Lead the delivery of minor and medium works projects at ACDP, integrating the strategic needs of sound asset management principles and science objectives to deliver a value driven whole of facility life outcome.
- Deliver accommodation projects according to CSIROs Accommodation Guidelines and Activity Based Working model as appropriate.
- Ability to manage the successful delivery of concurrent project activities with a focus on whole of life, client engagement, consultation and change management.
- Ability to develop and manage end-to-end project delivery ensuring the project delivers on time, on budget, with compliant and fit-for-purpose facilities.

- Establish and maintain collaborative and proactive working relationships with the broader CSIRO team and key stakeholders, and develop strategies and implement best practice methods to deliver high quality outcomes.
- Oversee and report on project performance to ensure that solutions provided continue to meet the needs of stakeholders, are cost effective and sustainable, appropriately recognise and address risks, and are aligned with project objectives.
- Anticipate and manage significant risks and issues, often in ambiguous situations, by evaluating and interpreting complex information and developing creative solutions and contingencies.
- Provide leadership, motivation and guidance to team members, establishing a strong team culture based on performance, development and a demonstrated commitment to displaying the highest standards of ethical behaviour and integrity in alignment with the principles of CSIRO Values.
- Develop and maintain networks and engage with government and non-government stakeholders, in order to enhance project outcomes.
- 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, often regionally dispersed research team, and business unit to carry out tasks in support of CSIRO's scientific objectives.
- Adhere to the spirit and practice of CSIRO's Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
- Ability to travel domestically as required
- Other duties as directed

Selection Criteria

Essential

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

- **Experience:** Experience delivering minor and medium works involving laboratories, biocontainment facilities and/or in an operational environment.
- **Knowledge:** Well-developed understanding of project management methodologies, contract management, health and safety legislation, and Commonwealth procurement requirements including how these functions integrate with capital works activities in a Commonwealth environment.
- **Communication:** Exceptional written and verbal communication skills and proven strong interpersonal abilities to successfully liaise with and influence a diverse range of stakeholders, both internal and external to the organisation.

- **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment.
- **Problem Solving:** Capable of thinking laterally and strategically, anticipating and managing problems, and applying sound judgement to resolve complex issues with practical and positive solutions

Desirable

- Relevant tertiary qualifications in project management or a directly related field (such as construction management, architecture, engineering, planning, property management or related areas) or significant relevant experience.
- AIPM or PMI accreditation and Prince 2 or equivalent project management experience

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 team 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.

- The Project Manager will be required to undertake domestic travel periodically.
- The successful candidate will be required to obtain and maintain a security clearance at the NV1 Level.

About CSIRO

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](#) 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