



Position Details

Administrative Services- CSOF6

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
Advertised Job Title	Manager – Capital Program Management
Job Reference	99343
Tenure	Indefinite, Full-time
Salary Range	AU\$131,113 to AU\$153,639 (pro-rata for part-time) + up to 15.4% superannuation
Location(s)	Negotiable
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	Executive Manager, Implementation
Client Focus – Internal	60%
Client Focus – External	40%
Number of Direct Reports	3
Enquire about this job	Contact Emma Moysey via email at emma.moysey@csiro.au or via phone at 0439069287
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.

The Manager - Capital Program Management will head up the Implementation Team Project Management Office, the team which manage the early scoping and business case delivery, approvals and procurement of works.

This role is crucial in ensuring the effective monitoring, management and delivery of projects within the capital works program. The role will provide oversight and governance through all stages of project delivery from inception, such as ensuring strategic alignment for project selection and prioritisation, to delivery including project monitoring, controls and reporting, through to completion including continuous improvement and learning. Key functions of the role will also include developing and implementing best practice frameworks and processes, improved maturity assessments, and comprehensive PMO functions.

You will have demonstrated significant ability, experience and performance-based management of the successful delivery of Capital/major construction project programs. This includes the delivery of multiple projects with a diverse range of project values, type and complexity, particularly involving laboratories, biocontainment facilities and/or in an operational environment.

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

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 be supported by the Capital Program Delivery Manager who will have overall program management responsibility for capital works and will ensure project managers deliver to scope, budget and program.

You will be responsible to the Executive Manager, Implementation and will operate within the project governance structure.

This role will require domestic travel periodically.

Duties and Key Result Areas

Oversee/develop the following key areas:

- Capital Works Project Management Framework:
 - Develop detailed processes for project delivery, handover activities, closeout of minor/capital works projects, and management of breaches in project tolerances.
 - Map processes and build templates to deliver minor/capital works projects scalable for projects of varying value and complexity.
- Maturity Assessment Improvements:

- Implement recommendations from the maturity of the CBIS PMF and the broader CBIS team
- Develop detailed written procedures, refresh project management templates, and enhance risk adverse activities for minor/capital works projects.
- PMO Functions
 - Conduct bi-monthly reviews of active projects for reporting
 - Manage governance pipeline content and PWC submissions
 - Review project documentation and provide feedback where applicable
 - Manage minor/Capital Works confluence and Intranet pages
 - Work with CSIRO Finance to develop and manage budgets, Movements of Funds and other capital processes.
- In-Flight Assessment
 - Assess all currently active minor/capital works projects against the established framework
 - Produce reports with recommendations based on the assessment of active projects.
- Technical Leadership and Management
 - Act as a technical leader with a sound understanding of CBIS Business Unit goals and activities.
 - Develop and organise regular training sessions for staff within the Implementation and the broader CBIS team.
- Project Management Subject Matter Expertise
 - Perform as a Project Management SME within the team and provide advice on best practices.
 - Provide support to the team, guiding and contributing to team requests.
 - Create and update tools (frameworks, templates, and checklists) in line with the continuous improvement cycle.
- 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.
- 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 behavior and integrity in alignment with the principles of CSIRO Values.
- 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 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 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.
2. Relevant experience delivering capital works involving laboratories, biocontainment facilities and/or in an operational environment.
3. 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.
4. 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.
5. A history of professional and respectful behaviours and attitudes in a collaborative environment.
6. Ability to think laterally and strategically, anticipating and managing problems, and applying sound judgement to resolve complex issues with practical and positive solutions

Desirable

1. AIPM or PMI accreditation and Prince 2 or equivalent project 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 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.

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.

About CSIRO

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