



## Position details

### Administrative services- CSOF5

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
<b>Advertised job title</b>	CBIS Project Manager - Implementation
<b>Job reference</b>	99904
<b>Tenure and work schedule</b>	Indefinite We will explore options for part-time, job-share and flexible work arrangements based on needs of the role and individual circumstances.
<b>Salary range</b>	AU\$114,219 - AU\$123,605 per annum (pro-rata for part-time) plus up to 15.4% superannuation
<b>Location(s) and office arrangements</b>	Any Australian Capital CSIRO site
<b>Relocation assistance</b>	Will be provided to the successful candidate if required
<b>Applications are open to</b>	<ul style="list-style-type: none"><li>• Internal CSIRO Employees</li><li>• Australian/New Zealand Citizens and Australian Permanent Residents</li></ul>
<b>Position reports to the</b>	CBIS Manager, Capital Program Delivery
<b>Client focus – internal</b>	90%
<b>Client focus – external</b>	10%
<b>Number of direct reports</b>	0
<b>Enquire about this job</b>	Contact Anthea Drabble, via email at <a href="mailto:Anthea.Drabble@csiro.au">Anthea.Drabble@csiro.au</a> or
<b>Support and workplace adjustments</b>	We offer a range of reasonable supports and workplace adjustments. Please let us know via Anthea Drabble via email at <a href="mailto:Anthea.Drabble@csiro.au">Anthea.Drabble@csiro.au</a> if we can help you to equitably participate in our recruitment process or the role itself.
<b>How to apply</b>	Apply online at <a href="https://jobs.csiro.au/">https://jobs.csiro.au/</a> Internal applicants please apply via <b>Jobs Central</b> If you experience difficulties when applying, please email <a href="mailto:careers.online@csiro.au">careers.online@csiro.au</a>

### 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](#).

## 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](#), Australian science and technology can solve seemingly impossible problems and create new value for all Australians. Visit [CSIRO.au](#) for more information.

## Role overview

The role of Administrative staff in CSIRO is to provide administrative and management services to support the effective provision of research and development activities. This involves the development and implementation and/or administration of policies, systems and procedures that assist the Organisation and the Business Unit to achieve their objectives and meet Government and regulatory responsibilities.

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 CBIS Project Manager, you will manage the planning and delivery of minor and medium capital works projects including the application of change management principles. In delivering these projects, you will be responsible to the Capital Program Delivery Manager 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 Project Manager will be supported in the planning and delivery of projects by the Capital Program Management Office.

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, 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 lead 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.
- 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. Experience: Experience delivering minor and medium works involving laboratories, biocontainment facilities and/or in an operational environment.
3. 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.
4. 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.
5. Behaviours: A history of professional and respectful behaviours and attitudes in a collaborative environment.
6. 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**

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

### **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:** 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.

## 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 ([Anthea.Drabble@csiro.au](mailto:Anthea.Drabble@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, 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 and career development opportunities. To learn more, visit Careers at CSIRO.

We celebrate the uniqueness of our workforce and are committed to creating diverse and inclusive teams 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.

Value	Descriptor	Behaviour
<b>People first</b>	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.	<ul style="list-style-type: none"> <li>• Respectful</li> <li>• Caring</li> <li>• Inclusive</li> </ul>
<b>Further together</b>	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.	<ul style="list-style-type: none"> <li>• Accountable</li> <li>• Authentic</li> <li>• Courageous</li> </ul>
<b>Making it real</b>	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.	<ul style="list-style-type: none"> <li>• Partnering</li> <li>• Cooperative</li> <li>• Humble</li> </ul>
<b>Trusted</b>	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.	<ul style="list-style-type: none"> <li>• Curious</li> <li>• Adaptive</li> <li>• Entrepreneurial</li> </ul>

## 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](#).

## 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.