# Position Details

## Technical Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Site Operations Officer |
| Job Reference | 75245 |
| Tenure | Specified Term of 36 months  Full-time |
| Salary Range | AU$113,338 to AU$132,811 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | St Lucia, Qld |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Research Operations Manager |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Candice Sheldon via email at candice.sheldon@csiro.au or phone +61 2 6246 4943 |
| 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) or call 1300 984 220. |

### Role Overview

The role of Technical Staff in CSIRO is to provide support for scientific research in a diverse range of capacities.

The Site Operations Officer is an important operations role across multiple Queensland and Northern New South Wales sites within the CSIRO Agriculture and Food (A&F) Business Unit. The Site Operations Officer will provide operational support to A&F research staff and site improvement and development projects at multiple CSIRO sites, including Forest Hill, St Lucia and Armidale. The role partners with A&F leaders, CSIRO’s Business and Infrastructure Services (CBIS) the Health, Safety and Environment (HSE) team, CSIRO’s Information, Management and Technology (IMT) to plan and deliver a safe fit-for-purpose work environment for A&F staff.

A&F sites in Queensland and Northern New South Wales host research in livestock and aquaculture, crop breeding, farming systems and sustainable agriculture research. The sites include specialist facilities including greenhouse and plant growth facilities, as well as cropping, livestock and aquaculture research stations.

As the role covers multiple sites, some travel will be required.

### Duties and Key Result Areas:

* Enable A&F research activities at multiple sites in Qld and Northern NSW, by:
  + Providing leadership and project management to projects to provide A&F with required infrastructure, including establishing Forest Hill site as an agricultural research station
  + Partner with site leaders to develop and implement initiatives to optimise efficient use of facilities and equipment
  + Managing specific projects to improve the functioning of sites, including new technologies and digital options.
  + Providing timely operational support, including partnering with CBIS and HSE to maintain facilities as safe and fit-for-purpose
  + Liaise with CBIS to ensure required building repairs and maintenance (R&M) occurs at multiple sites, both through proactive identification of required activities and in response to research staff requests.
  + Liaising with CSIRO’s HSE team and site staff to improve HSE outcomes for the site and foster a productive workplace culture with a strong focus on HSE and wellbeing.
  + Managing site operating budgets, including liaising with CSIRO’s Finance team and ensuring appropriate and efficient use of resources.
  + Fostering efficient, safe use and sharing of facilities and equipment on multiple sites by monitoring use of space and developing systems to manage storage and equipment booking.
  + Improving efficiency of servicing and R&M of shared scientific laboratory equipment (-80ºC freezers, laminar flow hoods, centrifuges, balances) by coordinating this centrally.
* Provide operational support at other A&F sites, as required.
* 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 to achieve CSIRO strategy.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

## **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.

## **Selection Criteria**

#### Essential

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

1. Relevant tertiary qualifications and/or equivalent relevant work experience in agricultural science or science support; or relevant tertiary qualifications and/or relevant experience in infrastructure or related project management
2. Demonstrated experience in project management and change management methodologies.
3. Experience in working with a research organisation and managing relationships with researchers, external client users of a facility and other stakeholders.
4. Demonstrated ability to work effectively as part of a multi-disciplinary, regionally dispersed team, and carry out tasks autonomously, including demonstrated ability and willingness to contribute novel ideas.
5. A demonstrated ability to work in fast paced work environment and ability to juggle competing demands.
6. Knowledge of industry digitalisation that enables work environments (labs, research stations) of the future

## **Desirable:**

1. Experience in supporting agricultural field and/or laboratory research
2. Qualifications or experience in building design and construction projects, including familiarity with building engineering requirements
3. Knowledge of regulatory requirements in relation to agricultural research: ARPANSA, OGTR, Biosecurity (DAWR).

## **About CSIRO:**

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Find out more about CSIRO [Agriculture and Food](https://www.csiro.au/en/Research/AF)