# Position Details

## General Management – CSOF7

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| The following information is for applicants | |
| Advertised Job Title | Senior Project Manager – High Technology / Research and Development |
| Job Reference | 72060 |
| Tenure | Indefinite  Full-time (a job-share arrangement will be considered if circumstances permit) |
| Salary Range | AU$136k - AU$150k pa (pro-rata for p/t), plus up to 15.4% superannuation (market salary may be considered on negotiation) |
| Location(s) | Marsfield (Sydney) NSW or Kensington (Perth) WA |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens and Permanent Residents * New Zealand Citizens who usually reside in Australia |
| Position reports to the | Facilities Program Director |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | 3-5 |
| Enquire about this job | Ant Schinckel via email [Antony.Schinckel@csiro.au](mailto:Antony.Schinckel@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](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

CSIRO Astronomy and Space Science (CASS) builds and operates radio telescopes around Australia, including the iconic Parkes “Dish”, the Australia Telescope Compact Array in Narrabri and the Australian SKA Pathfinder (ASKAP) in the Murchison district of Western Australia.

The Senior Project Manager uses expertise in managing high-technology, science or complex engineering projects to oversee a small team of project managers, as well as directly managing individual projects, both internal and external. These projects include several instrument-development programs within CASS, as well as major components and sub-systems for joint projects, in particular the Square Kilometre Array (SKA). CSIRO is playing a lead role in the design, development and construction of SKA-Low, the Australian component of SKA, which will be built at CSIRO’s Murchison Radio-astronomy Observatory (MRO), ~300km inland from Geraldton, Western Australia. CASS is responsible for delivering, or managing the delivery of, several aspects of the SKA-Low telescope, and the team led by this position will have roles in managing some parts of this work.

CASS also has a number of internal projects delivering instruments to its radio-astronomy facilities, and the Project Management team provides services for these projects. For example:

* Cryogenically cooled receiver systems
* Digital processing systems for the data streams from the receivers
* Specialised digital processing systems for searching for temporal events

The team led by this position also provides project management services for several small satellite projects as part of CSIRO’s space program, such as CSIROSat-1, and projects within the Space Future Science Platform (FSP).

### Duties and Key Result Areas

* Provide line management for Project Managers involved in the delivery of a range of engineering projects.
* Provide advice on suitable project management requirements for projects within CASS.
* Lead the project management team to deliver PM services to groups within CASS; providing effective team leadership to ensure the success of the projects and the team.
* Take direct responsibility for project management of one or more engineering or technology projects within CASS; contributing specialist knowledge of project management in complex environments.
* Manage the Program Review Board (PRB), an oversight panel within CASS that evaluates, approves and monitors projects.
* Build strong client relationships and proactively engage with a wide range of stakeholders, including those listed below, to determine strategic requirements (note that this may at times involve interaction with children and other vulnerable persons):
* CASS BU Leadership Team
* Project leaders and teams within and outside CASS
* International radio-astronomy facilities
* The SKA Observatory
* Clients providing contracts to CSIRO for instrument delivery
* Local communities
* State and Federal government
* Work with a long-term perspective when addressing client issues and balance immediate and long-term benefits in order to build sustainable relationships.
* Identify potentially conflicting stakeholder requirements and promptly correct any problems or facilitate solutions.
* Maintain appropriate tracking and PM systems to ensure budgets, resources and schedules are managed through Integrated Project Teams (IPTs).
* Provide up-to-date project tracking documentation to CASS management, including financial reports, progress reports, and assessments of resource requirements.
* Hold financial delegations, have budget responsibility, and undertake financial and asset management.
* Represent CSIRO’s interests at external forums, advocate CSIRO’s position with government bodies, industry or the research sector, and secure support for CSIRO’s preferred position.
* Fulfil a leading role in project scoping, planning and allocating resources; making significant contributions to the research or technological direction, and providing advice on the level and type of services that are provided.
* Forecast potential influences on the Business Unit and/or the Organisations’ operating environment and develop and implement preparatory strategies.
* 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, regionally dispersed team 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. University degree (or equivalent) in project management or a relevant physical science or engineering discipline, plus a minimum of approximately 10 years’ experience in all aspects of large and complex project management, including projects with budgets above $30m.
2. Project management qualifications (PMP, REGPM, PRINCE2 Practitioner) or equivalent.
3. Proven ability to lead Project Management activities with successful delivery of complex research and development projects to time, budget and scope.
4. A proven history of establishing and leading cooperative teams, and a record of leadership which encourages new ideas, builds trust and motivates staff across a broad range of technical areas.
5. High-level communication skills and a demonstrated ability to foster effective relationships, using complex influencing strategies to ensure alignment between client or stakeholder needs and CSIRO’s objectives.
6. Knowledge of, and commitment to, safe working practices, environmental management, and equal employment opportunities.
7. A record of innovation and creativity plus the ability & willingness to incorporate and/or promote the inclusion of novel ideas and approaches into projects of all sizes and scale.

## **Desirable**

1. Experience with large astronomy instrumentation or similar advanced science research projects with complex custom digital electronics and software.
2. Experience in managing documentation systems appropriate to medium to large technical projects, managing ‘wiki’ type platforms, or similar.
3. Experience managing projects delivered at a remote site.

## **Required 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 and understanding through 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.

Special Requirements

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.

The successful candidate must be willing and able to work flexible hours as required, and undertake travel within Australia, including to remote sites.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [CSIRO Astronomy and Space Science](https://www.csiro.au/en/Research/Astronomy) 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:

1. People First
2. Further Together
3. Making it Real
4. Trusted