# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Senior Projects Officer – Murchison Radio-astronomy Observatory (MRO) |
| Job Reference | 66319 |
| Tenure | Specified Term of 5 years  Full-time, part-time (min 30 hrs/wk) or job-share (if circumstances permit) |
| Salary Range | AU$113k to AU$132k pa (pro-rata for part-time) plus up to 15.4% superannuation |
| Location(s) | Kensington (Perth) Western Australia |
| 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   * Australian temporary residents who are currently residing in Australia and have existing work rights covering the period of the expected term (at least to end of July 2026). |
| Position reports to the | MRO Site Entity Leader |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | 2 |
| Enquire about this job | Rebecca Wheadon via email [Rebecca.Wheadon@csiro.au](mailto:Rebecca.Wheadon@csiro.au) or phone 08 6436 8932 |
| 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 Senior Projects Officer assists CSIRO Astronomy and Space Science (CASS) to coordinate with the Square Kilometre Array Observatory (SKAO) and the Australian Government in the preparation of requirements for various associated office and accommodation facilities for the Square Kilometre Array (SKA) to operate in Australia. The Senior Projects Officer works in close association with CASS management, CSIRO Business and Infrastructure Services (CBIS) and key stakeholders, to ensure the operational accommodation requirements of CSIRO, the Australian Government and the SKAO are met, and the relevant groups are supported and engaged throughout the project lifecycle.

CSIRO is playing a lead role in the development of the world’s largest radio observatory, the SKA, which will be co-located in Australia. The SKA will address fundamental unanswered questions about our Universe including how the first stars and galaxies formed after the big bang, how dark energy is accelerating the expansion of the Universe, the nature of gravity, and the search for life beyond Earth.

The SKA-Low telescope will be built at CSIRO’s Murchison Radio-astronomy Observatory (MRO) in Western Australia. The MRO is a world-class radio observatory that already hosts telescopes including the Australian Square Kilometre Array Pathfinder and the Murchison Widefield Array. The MRO Site Entity manages the MRO site on behalf of the occupants and is tasked with assisting in preparing the various locations that host the Australian SKA, to be ready for construction and operations. Locations include the MRO in the Mid-West Region of WA, as well as other supporting locations in Geraldton and Perth.

### Duties and Key Result Areas

* Ensure collaborative relationships with key project stakeholders are developed and maintained, working proactively to assist strategic planning and delivery of the SKA and associated support activities at the MRO and other Western Australian sites.
* Gather and interpret user requirements from the SKAO and other relevant users and translate requirements into business cases and project plans.This may require access to commercially sensitive information of CSIRO and/or commercial partners.
* Coordinate with the SKAO, the Australian Government and CBIS to procure new, or arrange modification of existing infrastructure as required.
* Provide strategic advice to the management team and have significant independence of action.
* Work with the MRO Site Entity Leader and the CASS Executive Team to set priorities in requirements development for the SKAO.
* Apply good judgement and critical thinking to SKAO facilities requirements to assist in the reduction of risk and cost.
* Assist the MRO Site Entity Leader with coordination of development, monitoring and reporting on the MRO in preparation for construction of the SKA radio telescope.
* Provide all reasonable assistance to the SKAO to enable its obligations to be met under the Convention.
* Negotiate project terms and conditions as required.
* Establish and maintain networks beneficial to the achievement of the project goals.
* Develop work plans, allocate and monitor resources and achieve outcomes.
* Lead and manage a small team; taking responsibility for allocating and managing resources, training, career and professional development, and team performance.
* As a trusted advisor, demonstrate creativity in anticipating and understanding client needs and/or seek information about their underlying requirements.
* Monitor and adapt to changes in client needs and market fluctuations.
* Hold responsibility for financial and asset management, including financial delegations.
* Provide strong leadership to guide technical input while building a solid understanding of Business Unit goals and activities.
* Facilitate and coordinate the design or development of equipment, techniques, systems or processes requiring high levels of initiative, ingenuity and skill.
* Work with unique or unusual features and complexity requiring oversight of original design and techniques, some of which may be outside a single discipline.
* Represent CSIRO externally, including in public forums, with industry, the research sector or with Government. This may involve working with children and other vulnerable persons.
* 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 and MROobjectives.
* Adhere to the spirit and practice of CSIRO’s Values, 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. Tertiary qualifications in a relevant discipline, or equivalent experience in consulting, project management, engineering and/or architecture.
2. Experience in the management of infrastructure design processes, such as architecture, engineering, construction, and approval processes.
3. An Australian Class ‘C’ driver’s licence (or equivalent).
4. Strong project management skills and the ability to meet deadlines and manage overlapping and complex deliverables with a range of timescales, including management of small to medium size infrastructure projects end to end (preferably within the Commonwealth framework).
5. Outstanding stakeholder management skills demonstrated in a complex, multifaceted environment, ideally in a scientific, research or R&D organisation.
6. Excellent interpersonal, written and oral communication skills with a proven ability to establish long-term relationships with a wide range of stakeholders, and to match communication style to the audience and influence outcomes.
7. Demonstrated experience interpreting client requirements into business cases and subsequent project plans.
8. A track record of delivering effective resolutions to complex problems, devising and testing alternative solutions, and building a coalition of support around challenging or contentious issues.

## **Desirable**

1. An understanding of WOL (whole of life) asset costing including maintenance and operational expenditure
2. Experience in tender preparation and management, preferably within the Commonwealth framework.
3. Experience working in remote environments.

## **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

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.

This role has child and/or vulnerable person safety obligations. Accordingly, the successful candidate will be required to obtain or provide evidence that they hold a working with children and vulnerable persons check prior to confirmation of appointment.

The successful candidate must be able and willing to travel within Australia (approximately quarterly); and to remote locations within Western Australia on a regular (monthly) basis, for periods of up to 5 days.

## **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