# Position Details

## General Management – CSOF7

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| The following information is for applicants | |
| Advertised Job Title | Site Manager – Square Kilometre Array Low (SKA-Low) |
| Job Reference | 75861 |
| Tenure | Indefinite, full-time  Job-share may also be considered if circumstances permit |
| Salary Range | AU$139k - AU$153k per annum (pro-rata for part-time/job-share)  plus up to 15.4% superannuation |
| Location(s) | Geraldton, Western Australia |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian or New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | This role will be line managed within CSIRO by the SKA Low Deputy Telescope Director; project reporting and work direction will occur with the SKA Site Construction Director |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | 2 |
| Enquire about this job | Rebecca Wheadon, MRO Site Entity Leader and CSIRO interim line manager, [Rebecca.Wheadon@csiro.au](mailto:Rebecca.Wheadon@csiro.au); or  Antony Schinckel, SKA Site Construction Director, [Antony.Schinckel@skao.int](mailto:Antony.Schinckel@skao.int) |
| 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 Square Kilometre Array (SKA) Telescope is an international effort by more than a dozen countries to build the world’s largest, most advanced radio telescopes in South Africa and Australia. Australia is a co-host member of the SKA Observatory (SKAO), a UK-based intergovernmental organisation responsible for the construction and operation of the SKA telescopes.

The first phase of the SKA will consist of two telescopes:

* Australia will host the SKA’s low-frequency telescope (SKA-Low). SKA-Low will comprise up to 131,072 antennas in clusters along spiral arms spanning 65 km at CSIRO’s Murchison Radio-astronomy Observatory (MRO) in WA.
* South Africa will host the mid-frequency telescope (SKA-Mid). SKA-Mid will comprise up to 197 dishes spread along spiral arms spanning 150 km.

CSIRO is involved in several facets of the SKA-Low in Australia:

* Operating Partner: CSIRO will partner with the SKA Observatory to operate the SKA-Low Telescope and support construction.
* Construction: CSIRO have been allocated work in digital processing, infrastructure and antenna station management and deployment, integration and verification, and software.

CSIRO also operates the MRO site on behalf of the Australian Government for all telescopes there through the MRO Site Entity: This role covers management of the MRO site, including land management, subleases, maintaining radio quiet protections, provision of services to the 4 telescopes, and managing the Indigenous Land Use Agreement.

This role will be one of two Site Manager roles, one as Site Manager of the SKA-Low Telescope in Australia, the other as Site Manager of SKA-Mid in South Africa. The Site Manager SKA-Low will support the Site Construction Director with the daily execution of site management activities at the remote telescope sites and will ensure the work is governed by the Site Information Documents and Site Instructions to Contractors. Initial focus will be on management during the construction phase of the SKA-Low telescope.

The Australian Site Manager role will be a member of a small site management team led by the SKA Site Construction Director based in Western Australia and operating at the SKA-Low telescope site in the Murchison region of Western Australia. The role will also be a part of the Telescope Delivery Team, responsible for the delivery of the Low Telescope.

The Site Manager will have a dual reporting line in that work will be directed by the SKA-Low Site Construction Director and will be line managed by the SKA Low Deputy Telescope Director. In the interim period, while the Deputy Telescope Director is being recruited, this position will be line managed by the Murchison Radio‐astronomy Observatory (MRO) Site Entity Leader.

### Duties and Key Result Areas

Under the direction of the Site Construction Directors, the SKA-Low Site Manager will:

* Ensure the safe and timely delivery of SKA Contracts on site by working in conjunction with Supervisors and Project Managers on interfaces (in time and physically/functionally).
* Manage and chair the daily look-ahead meetings (alternative with Site Construction Director).
* Provide regular information and status reports to the Site Construction Director as required.
* Support the Site Construction Director in facilitating the execution of the construction plan, providing site logistics and coordination of information for the management of time and physical interfaces between various contractors.
* Work closely with SKA’s Telescope Host Country partner, the CSIRO’s MRO Site Entity team, to ensure integration and coordination with existing facilities on site.
* Represent the SKAO on site in terms of communicating with the site entities, and if required, local communities and the SKA contracts’ project managers and supervisors. This may involve interaction with children and other vulnerable persons.
* Monitor CEMAR for Early Warnings (risks) and take action with Project Managers as appropriate
* Raise Early Warnings via CEMAR as required.
* Work with Infrastructure and Station PSC contractors who are acting as client’s (SKAO) representative on-site to manage and resolve issues.
* Uphold both the CSIRO and SKAO brand and reputation on site.
* Drive resolution of interface challenges on site between Contractors.
* Supervise the Deputy Site Manager.
* Ensure compliance with site permitting/construction licenses.
* Reside in Geraldton and work at the MRO site on a near-full-time basis, as well undertaking occasional travel to the Science Operations Centre in Perth. Periodic travel to the GHQ in the United Kingdom, and the South African SKA Mid Telescope may also be required.
* Exercise financial and asset management responsibilities, including financial delegations.
* Maintain confidentiality when accessing commercially sensitive information of CSIRO and/or research or commercial partners.
* 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 scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Zero Harm goals.
* Other duties as directed. The duties of the Site Manager are not limited to the above and a flexible approach and ability to adapt to an evolving situation is required.

## **Selection Criteria**

#### Essential

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

1. A degree in engineering or construction management or a closely related field, or a minimum of approximately 10 years of demonstrated experience in a similar position with projects of this scale/nature.
2. Demonstrated experience of construction site management within a high-technology environment.
3. Proven ability in managing overlapping constraints and jurisdictions for construction.
4. Demonstrated ability to manage strict time schedules and evolving/competing priorities.
5. Evidence of an ability to build relationships, work collaboratively and manage complex professional relationships.
6. Excellent English oral and written communication skills.
7. Ability to demonstrate a detailed understanding of the Australian construction industry legislation and regulations.
8. Ability to demonstrate a thorough understanding of relevant Construction legislation.
9. An Australian Class ‘C’ driver’s licence (or equivalent).

**Desirable**

1. Experience in the construction of large-scale astronomical or science research facilities.
2. Experience of construction site management in remote locations.
3. Demonstrated experience interacting with a broad community of users especially indigenous groups.
4. A good understanding of the Australian engineering standards (electrical, civil, structural).

## **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 able and willing to reside in Geraldton and work at the MRO site on a near-full-time basis, and undertake occasional travel to the Science Operations Centre in Perth.

## **CSIRO working in partnership with SKAO:**

The SKA Observatory is a next-generation radio astronomy-driven Big Data facility that will revolutionise our understanding of the Universe and the laws of fundamental physics. Enabled by cutting-edge technology, it promises to have a major impact on society, in science and beyond.

SKAO are working in partnership with CSIRO in Australia and SARAO in South Africa to build and operate cutting-edge radio telescopes to transform our understanding of the Universe, and deliver benefits to society through global collaboration and innovation,

The SKA- LOW Site in Australia is on land held and managed by CSIRO. CSIRO and the SKAO collaborate on the delivery of the day-to-day functions and activities of the SKA-LOW Telescope, with the shared aim of optimising the efficient and productive functioning of the SKAO. This collaboration will cover the gradual evolution from SKA-LOW construction, through commissioning, and extending into routine operation.

At CSIRO we solve the greatest challenges through innovative science and technology. To find out more visit us at [CSIRO Online](http://www.csiro.au/)!

SKAO and CSIRO are values-based organisations.

In your application and at interview you will need to demonstrate behaviours aligned to both SKAO and CSIRO values:

SKAO Values:

* Diversity and Inclusion
* Excellence
* Collaboration
* Creativity and Innovation
* Sustainability

CSIRO Values:

* People First
* Further Together
* Making it Real
* Trusted

Visit us online at [SKAO](https://www.skaobservatory.org/) and [CSIRO's Space & Astronomy](https://www.csiro.au/en/Research/Astronomy)