# 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 will also be considered if circumstances permit |
| Salary Range | AU$141k - AU$157k per annum (pro-rata for job-share) or market competitive salary negotiable (plus up to 15.4% superannuation) |
| Location(s) | Geraldton, Western Australia, with significant time at the Murchison Radio-astronomy Observatory (MRO) |
| 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 | Jimi Green, Interim SKA-Low Deputy Director, [James.Green@csiro.au](mailto:James.Green@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. |

### Background

The Square Kilometre Array Observatory (SKAO) is a next-generation global radio-astronomy facility that will revolutionise our understanding of the Universe and the laws of fundamental physics. It is one observatory with two telescopes – SKA-Low in Western Australia and SKA-Mid in South Africa. Australia is a co-host member of the SKAO, an intergovernmental organisation headquartered at Jodrell Bank (near Manchester in the United Kingdom) responsible for SKAO construction and operation globally.

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

* Australia will host the SKA’s low-frequency telescope (SKA1-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 Western Australia, about 350 km northeast of Geraldton.
* 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: SKAO will partner with CSIRO to operate the SKA-Low Telescope and support construction.
* Construction: CSIRO has been allocated work in digital processing, infrastructure, and antenna station management and deployment, integration and verification, and software.

CSIRO also operates the MRO which hosts multiple national and international radio astronomy telescopes and is where the SKA-Low Telescope will be located. CSIRO is responsible for land management, subleases, maintaining radio quiet protections, provision of services to the telescopes, and managing the Indigenous Land Use Agreement.

### Role Overview

This Site Manager role for SKA-Low will support the SKA’s Site Construction Director with the management and execution of site management activities at the SKA-Low site on the MRO, 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 part 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. Although the role requires interaction with stakeholders and staff in Geraldton and the region, the majority of work will be undertaken at the telescope site at the MRO. This will typically involve the FIFO access system or occasional driving. 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.

### 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).
* 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.
* Work with Infrastructure and Station PSC contractors who are acting as client’s (SKAO) representative on-site to manage and resolve issues.
* 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.
* Monitor CEMAR for Early Warnings (risks) and take action with Project Managers as appropriate
* Raise Early Warnings via CEMAR as required.
* 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 extensively at the MRO, 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, preferably within a high-technology environment.
3. Proven ability to effectively manage overlapping constraints and jurisdictions for construction, and to work efficiently with schedules and evolving/competing priorities.
4. Evidence of an ability to build relationships, work collaboratively and manage complex professional relationships.
5. Excellent English oral and written communication skills.
6. Ability to demonstrate a detailed understanding of the Australian construction industry legislation and regulations.
7. 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 extensively at the MRO; undertaking 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)