# Position Details

## Research Projects- CSOF7

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| The following information is for applicants |
| Advertised Job Title | Senior Project Manager – SKA Infrastructure |
| Job Reference | 80380 |
| Tenure | Specified Term of 3 years (with possibility of extension)Full-time, part-time (minimum 0.8 FTE) or job-share (if circumstances permit) |
| Salary Range | AU$141k - AU$157k pa (pro-rata for part-time) + up to 15.4% superannuation(or market competitive salary will be considered on negotiation) |
| Location(s) | Kensington (Perth) or Geraldton, 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
* Australian temporary residents who have the right to work for the expected duration of the term (at least to end of March 2025), with no requirement for sponsorship.
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| Position reports to the | This role will be line managed within CSIRO by the SKA-Low Construction Leader; project reporting and work direction will occur with the SKAO SKA-Low Infrastructure Service Manager |
| Client Focus – Internal | 40% |
| Client Focus – External | 60% |
| Number of Direct Reports | 2-3 plus direct management of a subcontract professional services team |
| Enquire about this job | Stephen Negus via email - Steve.Negus@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 or call 1300 984 220. |

**Acknowledgement of Country**

### CSIRO acknowledges the Traditional Owners of the land, sea and waters, in the areas where we live and work across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

### Background

The SKA 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 operations globally.

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 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, 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

The Senior Project Manager – SKA Infrastructure delivers high technology, science or complex engineering projects, or remote infrastructure construction, to oversee NEC4 infrastructure contracts. These contracts cover the infrastructure work associated with the construction of the SKA at the MRO, and also the deployment of the first on-ground deliverables of the telescope (called Stations, consisting of the 131,000 antennas and their supporting systems).

This is a “client’s representative” role where the contracts for the construction work will be placed by the client (SKAO), then CSIRO and its subcontractors will provide the professional services to oversee delivery of these work packages. This role will involve oversight of the professional services subcontractors responsible for coordination and delivery work including: Project managers, supervisors, quantity surveyors, quality assessment, contract compliance, management of the team, delivery of reports on progress and financial management of the contracts.

The position is based in Perth or Geraldton, but requires occasional travel to the MRO, other CSIRO sites in Australia and potentially overseas. CSIRO Space and Astronomy is committed to providing a safe and inclusive workplace culture and implementing initiatives to improve diversity and equity within our workplace. This role is offered on a full-time, part-time or job-share basis.

### Duties and Key Result Areas

This position will provide the management of the NEC4 Professional Services Contract (PSC) and the subcontractor team providing “client’s representative” professional services managing the delivery of several infrastructure projects for the SKAO, coordinating several different construction contractors. These contractor activities include, but are not limited to the following:

1. “Camp” temporary accommodation consists of design, build and operation (DBO) of a temporary camp for construction phase accommodation, circa 200 beds at peak. Removal and site reinstatement at end of contract.
2. “Spatial” Engineering and Construction Contract (ECC) including detailed design for construction, internal site roads and station ground preparation, station mesh, internal site power and fibre trenching and connections.
3. “Building” ECC including detailed design and prefabrication. LOW Central Processing Facility (CPF), Remote Processing Facilities (RPFs), Temporary CPF, temporary verification facility. CPF building sections are fabricated off site and fitted out, then transported to site and installed. RPFs constructed as an entire unit. Minimising RFI emissions is a key deliverable.
4. “Main Road and Airstrip” ECC including upgrading the main access road to the site and constructing an emergency airstrip.

These infrastructure contracts are enabler projects for follow on contracts associated with the build of the antenna arrays on each station, together with the assembly, integration and verification of the operating components. As such, the Infrastructure Senior Project Manager will be required to interface with the CSIRO and SKAO leaders of these projects to coordinate activities, timing and quality.

As a CSIRO Project Manager you have a key role in ensuring the success of the projects and your team. You will:

* Demonstrate care about the well-being of yourself and others, through actively leading and participating in HSE activities/requirements and assisting to drive a safe culture.
* Lead the Infrastructure PSC team to deliver contract oversight and related compliance services to the SKAO.
* Report to the SKAO Infrastructure Service Manager on all project related matters. Liaise with other SKAO and CSIRO personnel on site-related and contracts interface matters.
* Take responsibility for the effective delivery of the PSC contract, ensuring the range of infrastructure construction contracts are managed effectively within NEC4 guidelines on behalf of the client.
* Manage the relevant professional services sub-contractor involved in performing the work.
* Utilise client systems (CEMAR, ALIM, Confluence, etc) and CSIRO systems to ensure budgets, resources, quality, risks, Early Warnings Register and schedules are managed appropriately as required under the NEC4 contract.
* Manage the provision of up-to-date project tracking documentation to the client and CSIRO management, including financial reports, reports of progress against agreed targets and assessments of resource requirements and usage.
* Maintain confidentiality when dealing with personal or commercially sensitive information.
* Exercise responsibility for financial and asset management, including financial delegations.
* Build strong client relationships to determine strategic needs, manage conflicting requirements, and promptly correct problems or facilitate solutions.
* Communicate openly, effectively and respectfully with all staff, clients, the public and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* 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. The duties of the Senior Project 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. i) A minimum of approximately 10 years of experience in all aspects of large and complex project management, including the life cycle of infrastructure projects with budgets above $30m; **or**

 ii) A degree in a relevant engineering, construction or project management discipline combined with approximately 5-10 years of relevant experience in all aspects of large and complex project management, including the life cycle of infrastructure projects with budgets above $20m.

1. Demonstrated experience performing the role of client’s representative.
2. Proven ability to lead and oversee multiple complex contracts (including sub-contractors)with high compliance requirements resulting in the successful delivery to time, budget and scope.
3. Proven record of effective team management, including the ability to motivate and communicate well with staff across a broad range of technical areas.
4. Demonstrated familiarity with structured project management concepts such as budgeting, work breakdown structures, project organisational structures, scheduling, contingency apportionment, risk and opportunity determination and management, earned value and configuration management. Working knowledge of Primavera, Microsoft Project or a similar tool.
5. Strongknowledge of, and commitment to, safe working practices, environmental management, and equal employment opportunities.
6. The ability and willingness to work flexible hours and undertake occasional travel within Australia, including to remote sites such as Boolardy Station, as required by SKAO.

## **Desirable**

1. Experience with NEC4 contracting methods.
2. Experience with complex infrastructure projects involving data centres, computing environments or similar high technology areas.
3. Experience managing projects delivered at a remote site.

## **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 team 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 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:** 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:**Is flexible in response to external change or when faced with external constraints. Identified 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.

**•** Able and willing to work flexible hours and undertake occasional travel within Australia, including to remote sites such as Boolardy Station.

## **About CSIRO**

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

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