# Position Details

## Research Management- CSOF7

|  |  |
| --- | --- |
| The following information is for applicants | |
| Advertised Job Title | Health and Biosecurity Project Manager |
| Job Reference | 79521 |
| Tenure | Specified Term of 3 years, Full-time |
| Salary Range | AU$141k to AU$157k pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Geelong, Sydney, Brisbane, Adelaide or Melbourne |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Research Director |
| Client Focus – Internal | 30% |
| Client Focus – External | 70% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Bev via email at bev.muhlhausler@csiro.au or phone +61 8 8305 0697 |
| 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 role of the staff in the Research Management functional area is to initiate, develop, lead and promote CSIRO's research capability for the benefit of Australia's economy, society/community and/or environment. Whilst the role often has an individual research component, the primary responsibility is the management and/or leadership of research, client relationships, staff and other resources. Research Management staff are responsible for ensuring delivery of scientific results to clients. In accordance with Business Unit and Sector research plans, research managers will undertake the establishment and facilitation of multi-team and multi-organisational, collaborative research programs leading to the delivery of results to clients.

At **CSIRO Health and Biosecurity,** we have assembled strong multidisciplinary research teams that work closely with our partners to tackle major national and international health and biosecurity challenges. Our aim is to contribute to the protection of the health of Australia’s farming sector, environment, people, and our way of life. We have 3 research programs across the Health and Biosecurity Business Unit, one of which is the Human Health program.

The Human Health Program within the Health and Biosecurity Business Unit brings together our capabilities across the pandemic preparedness, diagnostics and nutrition and behavioural sciences to capitalise on the opportunities that have and continue to emerge as a result of the COVID-19 pandemic. The Program is focussed on building a healthy and resilient Australian population by harnessing our capabilities to predict and prepare for, respond to and recover from current and future bio-threats. The Human Health program focuses on human biosecurity, preventing human disease through preparedness against antimicrobial resistance (AMR), emerging infectious and vector borne diseases and pandemic preparedness and responses. The program is strongly aligned to existing national government strategies under a One Health approach.

A core element of this is the work that the program undertakes in the area of emerging infectious diseases and dangerous pathogens, including SARS-CoV. The Human Health teams work closely with the Australian Centre for Disease Preparedness (ACDP), one of the world’s largest microbiologically secure facilities, to deliver projects. Owned and operated by CSIRO on behalf of the nation, ACDP helps to protect Australia’s livestock and aquatic industries, as well as its people. Access to ACDP’s world-class research infrastructure and high-quality capability contributes to solutions which address many national and global challenges.

The Human Health Program is seeking to appoint an experienced and motivated Project Manager to manage key projects within the human health program portfolio for delivery of mainly industry/sponsor-led projects but also grant funded and non-government organisation led projects. Project management responsibilities include the coordination and completion of projects on time, within budget and within scope. As the Project Manager, you will oversee all aspects of projects, set deadlines, assign responsibilities, manage project risks, interdependencies and monitor and summarise progress of projects. Preparation of reports for management and committees regarding status of projects will also be required. Excellent communication across a broad range of stakeholders will be essential for this role.

The successful candidate will work directly with CSIRO internal stakeholders to ensure deliverables fall within the applicable scope and budget, there will also be some work with external stakeholders. The Project Manager will coordinate with other teams within Health & Biosecurity, ACDP, other CSIRO Business Units and external stakeholders to ensure all aspects of each project are compatible with CSIROs goals and will identify and ensure the availability of the staffing, technical and scientific resourcing required to deliver each project and ensure the overall risks and interdependencies between projects can be managed.

Experience in project managing projects involving multiple teams with differing skill sets is essential. Familiarity with scientific research, the pharmaceutical/biotech industry, clinical trials processes, GLP and regulatory systems will be beneficial.

### Duties and Key Result Areas

* Liaise with internal and external stakeholders to ensure the flawless execution of multiple concurrent cross functional team projects, ensuring projects are delivered on-time, within scope and within budget
* Assist in the definition of project scope and objectives, working closely with key Project Leaders and involving all relevant stakeholders to ensure feasibility with regards to resource availability, allocation and timing
* Meet with Project Leaders to take detailed briefs, clarify specific project requirements during the project planning phase and when there are significant changes to projects
* Provide regular reporting plans to monitor and track progress through communication with Project Leaders, the ACDP facility, Business Development, Finance, Contracts and Legal teams, and all relevant committees
* Perform risk management analysis including tracking to minimise project risks
* Manage changes to the project scope, project schedule and project costs using appropriate verification techniques
* Create and maintain comprehensive project documentation, including spreadsheets, diagrams and process maps to document needs related to project planning, project scheduling, relevant interdependencies between projects, project risks and risk mitigation strategies
* Co-ordinate the completion of regular project finance and progress reports as required by the sponsor
* Track project performance, specifically to analyse the successful completion of short and long-term projects, aligning to Business Unit and organisational goals
* Understand budgetary objectives and make adjustments to project constraints based on financial analysis in collaboration with the Finance team and Project Leaders
* Report and escalate to project leaders and management as needed relating to project progress, risks, delays and mitigation strategies on all projects under management
* Work with the project leader to develop and manage relationships essential to coordinating all project elements for key program projects including staffing availability, equipment capabilities, technical support requirements, financial requirements, policies, procedures and standards
* Provide operational advice to the project leaders regarding the application processes, including planning and scheduling of laboratory work, equipment requirements and the access processes for ACDP, including managing interdependencies with other projects.
* Develop communication materials to support awareness and knowledge of the processes to provide a positive engagement experience for stakeholders and customers
* As a member of the Human Health Team, 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 and science objectives
* Effectively communicate complex information to various audiences ensuring optimal outcomes.
* Work collaboratively as part of a multi-disciplinary, regionally dispersed research team to carry out tasks in support of CSIRO’s 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 Making Safety Personal goals.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. Bachelor degree; medical/science discipline is preferred, and extensive relevant experience in project management and research operations in a science environment.
2. Demonstrated project management experience in a CRO or similar research/industry environment, including an understanding of Good Laboratory Practice (GLP)/Quality Systems and regulatory processes for national and international regulatory authorities (i.e. TGA, FDA, EMA etc.)
3. Demonstrated experience in the development of high-quality project planning, tracking and risk management materials and the ability to manage projects, including application in areas such as pharmaceutical/biotech industry, contract research organisations, translational academic research.
4. Proven ability to investigate and solve complex problems, deal effectively with ambiguity, readily adapt to changing circumstances and maintain professionalism and flexibility, in order to achieve program and team objectives.
5. Highly developed time management and organisational skills with the ability to prioritise demands, and escalate issues as appropriate; establishing priorities for managing multiple tasks and deadlines.
6. Ability to proactively manage relationships with internal and external stakeholders, clients, team and cross-business unit colleagues; as well as providing sound audience-focused project management advice e.g. building an understanding of client needs, delivering information relevant to diverse audiences, and appropriate channel selection.

## **Desirable**

1. Project Management Professional (PMP) / PRINCE II certification.
2. Experience with MS Office Project, project management software and database management software.
3. An understanding of infectious disease or research in a biocontainment facility and familiarity with the relevant compliance, regulatory and ethical requirements.
4. Ability to manage and lead change and be outcome focussed.
5. Experience working with CSIRO or similar science, innovation, clinical research or government agencies.

## **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 interactions across Business Units and the organisation.
* **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, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
* **Judgement and Problem Solving:** Resolves major conceptual scientific, technical, commercial or management problems, which have a significant impact upon the field of research, professional function, the Business Unit or the Organisation. Situations faced have little or no precedent and require original concepts and approaches.
* **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 Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* The successful candidate may be required to obtain and maintain a security clearance at the Baseline level if based at certain sites (including ACDP).
* The successful candidate will be required to undertake a pre-employment medical examination prior to commencement.
* ACDP - Security Assessment and Microbiological Security Requirements for Personnel Working on the Australian Centre for Disease Preparedness (ACDP) Site. Further conditions outlined below specifically for personnel at the ACDP site.

**Security Assessment and Microbiological Security Requirements for Personnel Working at the Australian Centre for Disease Preparedness (ACDP) Site, Geelong**

The nature of our work requires that each person working on site must comply with the conditions described below:

* The appointee is required to pass a security clearance at a level appropriate to duties of the position.  Confirmation of the appointment is subject to obtaining that clearance.
* It is essential that all work on exotic or emerging diseases carried out at Health and Biosecurity is conducted in a safe manner to prevent the escape of the disease agents used, and to this end, all activities and personnel will be subject to appropriate microbiological security measures. Consequently, while working at Health and Biosecurity, you may not reside on a property on which are kept any of the following animals: sheep, cattle, pigs, goats, horses, asses and mules, any other cloven-hoofed animal, fowls, turkeys, geese, domestic ducks, caged birds, emus or ostriches. Personnel working with diseases of aquatic animals may not keep aquarium fish at their place of residence and personnel working with cane toad material must avoid contact with amphibians.
* In addition, for a period of seven days after working in the microbiologically secure area personnel may not have close contact with any of the above animals, amphibians or birds or the actual places where these animals are held, or visit any aquatic animal farm or aquatic animal hatchery.
* Working in the barrier maintained Small Animal Facility requires avoidance of additional animals such as mice, rats, guinea pigs, rabbits and poultry 3 days prior to arrival.
* Adhere to CSIRO Health and Biosecurity microbiological security requirements, other Australian Security requirements applicable to the position
* Be vaccinated against influenza, rabies, hepatitis B, Japanese encephalitis or other agents as specified if required for the role performance
* Positions working at PC4 will also require a pre-employment psychological assessment.
* Given ACDP’s role in the International Regional Program, there may be a requirement for some personnel to travel internationally and if required for this work, suitable staff should be able to obtain a valid passport and obtain applicable vaccinations.
* Should an emergency response situation arise, ACDP may be required to implement the Emergency Animal Disease Response Plan and personnel may need to contribute to response requirements, including after-hours work.
* Personnel must abide by Occupational Health, Safety and Environment regulations. Safety signs and directives issued by CSIRO personnel must be complied with at all times.
* Access restrictions apply to the Werribee Animal Health Facility (WAHF) site that is associated with, but remote from, the ACDP site.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!

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

Find out more about CSIRO [Health and Biosecurity](https://www.csiro.au/en/Research/BF)

Find out more about the CSIRO [Australian Centre for Disease Preparedness](https://www.csiro.au/en/Research/Facilities/ACDP)