# Position Details

## Technical Services- CSOF6

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| The following information is for applicants |
| Advertised Job Title | Project Manager |
| Job Reference | 77264 |
| Tenure | Specified Term of 36 months *This role is offered on a full-time, part time (minimum 0.8 FTE) or job share basis (if circumstances permit)* |
| Salary Range | AU$115k\_ to AU$135k pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Lindfield, NSW |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Group Leader – Applied Physics |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Scott Martin via email at scott.martin@csiro.au or phone +61 2 9413 7746 |
| 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. |

### Role Overview

The role of Project Manager will be to provide non-scientific support for a portfolio of interlinked scientific research projects. The projects involve a highly interdisciplinary extended team working on quantum technology development with additional activities in sensor chip production and scale up. Your role will be to manage the portfolio of projects in collaboration with the project leaders in aspects of planning, resource analysis, scenario planning, setting priorities, negotiating and assigning work allocations, tracking progress, reporting internally and externally and budgeting. You will also have a key liaison role with external clients.

The complexity, size and priority of this area of research requires a highly accomplished project manager capable of operating in an ever-changing situation and to unite and direct the teams towards delivery of diverse milestones occurring on various time horizons.

This role is offered on a full-time, part-time (minimum 0.8 FTE) or job share basis (if circumstances permit).

### Duties and Key Result Areas:

* Project management of multiple related projects at all stages of project lifecycle (initiation, planning, execution, and closure).
* Develop and manage project plans, engaging with project and science leads and creating a culture of shared ownership for the successful outcome of projects.
* Identify project risk and issues and manage risk mitigation activities through identification, assessment and coordination of response actions.
* Organise and chair project and portfolio management meetings
* Coordinate the preparation of progress reports for internal and external stakeholders
* Develop and foster relationships with key internal and external stakeholders including client communications
* Develop project budgets and track expenditure – and report.
* Mentor and train the team in project management practices
* Operate within the security policies and procedures defined for the project.
* Get to know the clients aims, negotiate work requirements with clients, and be instrumental in ensuring that their needs are met, by acting as a trusted advisor, demonstrating creativity in determining and anticipating client needs. Identify resource changes and adapt project plans to respond to new data, changes in priority and resource availability.
* 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.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

## **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.

## **Selection Criteria**

#### Essential

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

1. Relevant trade certificate/diploma/bachelor’s degree or equivalent relevant work experience in science or engineering.
2. Certification in Project Management or equivalent.
3. Proven experience leading complex, client-oriented research projects
4. Demonstrated success in establishing highly performing, multi-disciplinary project teams and coordinating delivery of large-scale projects on time, on specification and on budget preferably in a matrix organisation environment.
5. Proven ability to plan and determine priorities, manage resources, monitor and report progress and application of project management methodologies.
6. Demonstrated analytical, conceptual and problem-solving skills and an ability to coordinate multiple tasks within agreed priorities, timeframes and accountabilities.
7. Excellence in oral, written and interpersonal skills, including the ability to consult, liaise and negotiate with a diverse range of clients, management and staff in a highly collaborative environment.

## **Desirable:**

1. Physics or engineering education
2. Experience in defence industries

Special Requirements

The successful candidate will be required to obtain and maintain a security clearance at the NV2

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