# Position Details

## Technical Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | National Research Collections Relocation Manager |
| Job Reference | 72891 |
| Tenure | Specified Term of 36 months  Full-time (will consider part-time) |
| Salary Range | AU$113,338 to AU$132,811 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Canberra (Black Mountain), ACT  (with requirement to also spend time at Crace, Canberra, ACT) |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens and Permanent Residents currently residing in Australia * New Zealand Citizens currently residing in Australia * Australian temporary residents who are currently residing in Australia and have the right to work for the expected duration of the term (approx. June 2024) with no requirement for sponsorship |
| Position reports to the | National Research Collections Australia (NRCA) Facilities Program Director |
| Client Focus – Internal | 60% |
| Client Focus – External | 40% |
| Number of Direct Reports | Approx. 7 FTE |
| Enquire about this job | Contact Lisa Burns via email at lisa.burns@csiro.au or phone +61 3 6232 5526 |
| 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

CSIRO’s National Research Collections Australia (NRCA) discovers and characterises Australia’s unique biodiversity so that it can be conserved, managed and used for the benefit of our people, industry and environment in a changing world. NRCA provides biological research infrastructure and capability to the Australian and international community, delivering specimens, data, science, training and advice to end-users across government, industry and the STEM sector.

The Canberra Collections Accommodation Project (CCAP) is a co-funded project with the Department of Education, Skills and Employment (DESE) to build a new purpose-built research facility for NRCA on the CSIRO Black Mountain site. The building will include specimen preparation areas, curation laboratories, integrated genomics facilities and digitisation suites. This new facility will guarantee long-term preservation of NRCA’s irreplaceable collections, streamline workflows, create efficiencies of scale, promote common curation standards and facilitate collaboration and a national focus for collections-based science.

The role of the National Research Collections Relocation Manager in CSIRO is to prepare the Collections for the move and oversee the relocation itself. The scope of the relocation includes 12+ million specimens spanning the Australian National Insect Collection, Australian National Wildlife Collection and the Australian National Herbarium. The relocation is inclusive of people, equipment and the Collections.

The Collections Relocation Manager will be supported by a dedicated team (yet to be recruited) and will work closely alongside the Collection Managers, NRCA Leadership Team and CCAP Project Director.

### Duties and Key Result Areas:

* Develop and manage the operational plan for the National Collections Relocation Project, ensuring all technical requirements are executed on time and on budget, covering preparation, relocation and commissioning activities.
* Recruit the National Collections Relocation Project Team and effectively manage team performance, directing and coordinating the completion of all required activities.
* Work with NRCA staff as a trusted advisor throughout the project e.g., in accessing specimens to ensure Collections’ needs are met.
* Liaise with national and international institutions to document lessons learnt in Collections relocation projects.
* Prepare monthly progress reports and participate in regular Project Management Team meetings.
* Utilise specialist expertise to assist with delivery of the Project, as required, and support the procurement of all required Relocation Contractors.
* 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 multidisciplinary team, within a dispersed Business Unit, to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to CSIRO’s Code of Conduct, Health, Safety and Environment procedures, 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 bachelor’s degree or equivalent relevant work experience in museum collection management and/or biological specimen management.
2. Demonstrated ability to lead projects of scale and/or complexity, manage project resources and deliver within agreed time, scope and budget parameters.
3. Ability to lead, motivate and empower team members, to establish priorities and manage competing deadlines for self and others.
4. Ability to think laterally and strategically and to anticipate and manage problems in ambiguous situations.
5. Demonstrated ability to communicate openly and effectively and to build strong relationships with staff, stakeholders and clients at all levels and across boundaries together with superior interpersonal, negotiation and influencing skills.

**Desirable:**

1. Experience with Collection relocation projects.
2. Formal Project Management accreditation.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance 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.

## **About CSIRO:**

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Find out more about CSIRO [National Research Collections Australia](https://www.csiro.au/en/Showcase/NRCA)