# Research Operations Manager – Data61

 The following information is for applicants

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| Advertised Job Title**:** | Research Operations Manager  |
| Reference Number**:** | 84467 |
| Classification**:** | CSOF 6 |
| Salary Range: | AU$121,455 - AU$142,321 plus up to 15.4% superannuation  |
| Location**:** | Locations negotiable where there is a significant Data61 presence - NSW, ACT, VIC or QLD  |
| Tenure: | Specified Term of 3 years |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | [x]  Australian Citizens and Permanent Residents Only |
| Functional Area**:** | Administrative Services  |
| % Client Focus - Internal: | 80% |
| % Client Focus - External: | 20% |
| Reports to the: | Data61 Executive Manager Business Operations  |
| Number of Direct Reports: | Nil |

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| **Role Overview:** |
| CSIRO, Australia’s national science agency, has been solving the nation’s greatest challenges with solutions from science for over 100 years.  While many of the challenges are ever present - sustainable energy and resources, food security and quality, growing our future industries, for example - how we are solving those challenges has only accelerated with technology.CSIRO’s data and digital specialist data sciences arm, Data61, is at the forefront of data and digital in solving our greatest data-driven challenges today. We believe Australia can lead the world in change and not just respond to it. The Research Operations Manager (ROM) in Data61 supports the Executive Manager Business Operations in the professional management of the Business Unit’s people, physical and financial resources. The Research Operations Manager assists with the day to day running of the Business Unit through operational planning, reporting, and the provision of specialist advice related to the Business Unit Research infrastructure/activities.The role will work collectively with the Research Directors and other senior leaders to support the delivery of Data61’s strategic goals for property and asset management and major Business Unit initiatives. You will play a key role in ensuring the workplace and environment offered enables our people to perform at their best.You will need to demonstrate skills and knowledge relevant to the digital domain and have the ability to interact with customers and stakeholders at both operational and senior executive level. You will also have experience in development and optimisation of systems and processes, and a strong working knowledge of influencing team behaviour. |

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| **Duties and Key Result Areas:** |
| **Functional Leadership*** Work with the Executive Manager to manage operational planning processes and monitor the Business Unit’s operational performance, support the Executive Manager in identifying issues and opportunities for improvement across Business Unit operations;
* Assess change requirements and new initiatives to identify operational and implementation support requirements; implementation of enterprise change initiatives in the Business Unit;
* Ensure critical IT infrastructure and equipment is maintained;
* Coordinate responses to complex or sensitive internal requests from other Business Units or Enterprise Services;
* Lead and support major property projects as required and provide specialist advice relevant to the activities;
* Responsible for coordinating enterprise organisational requirements and protocols including HSE, QA/QC, regulatory frameworks and other legislative requirements relevant to the Business Unit;
* Identify emerging and unforeseen issues requiring intervention and develop appropriate reporting.

**Capability Leadership*** Coach staff within Business Unit Support areas as required;
* Collaborate with Enterprise Support Functions to deliver and implement Business Unit initiatives;
* Model appropriate and professional behaviour in the workplace;
* Strive for “Zero Harm” (physical and psychological) by supporting of Business Unit HSE initiatives including incident response.

**Engagement and Partnerships*** Develop and maintain relationships relating to site and infrastructure including CBIS and precinct partners (if required);
* Represent the Business Unit in internal and external forums as appropriate;
* Work with Research Directors and Leaders to enhance science delivery;
* Provide high level support and advice to the Executive Manager on issues and interactions with key stakeholders and external parties.

**Resource Leadership*** Develop and monitor governance, risk management and business continuity plans;
* Oversee the management of Business Unit infrastructure and equipment not specifically assigned to Research Directors;
* Co‐ordinate and support officers in charge of Business Unit sites, ensuring appropriate site support for Business Unit staff, particularly those based regionally.
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| **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.
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| **Selection Criteria:** |
| **Essential Criteria:**1. Demonstrated planning, project management, change management skills and experience at a senior level;
2. Demonstrated experience with HSE and property and asset management;
3. The ability to work both independently and as part of a team, taking initiative and exercising sound judgement in resolving matters to achieve process/operational improvement;
4. Ability to think laterally and strategically and to anticipate and manage problems in ambiguous

Situations;1. 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;1. Demonstrated experience and understanding of risk management, incident response, organisational requirements, policies and procedures, and external regulations relevant to the Business Unit;
2. Relevant professional qualifications are highly desirable.

**Eligibility:** The successful applicant will be required to obtain and provide a National Police Check or equivalent.To be eligible for this position you must be willing and able to travel occasionally**.** |

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| **Other Information:** |
| **How to Apply**Please apply for this position online at [www.csiro.au/careers](http://www.csiro.au/careers). You may be asked to provide additional information (online) relevant to the selection criteria. If so, then responding will enhance your application so please take the time to provide relevant succinct answers. Applicants who do not provide the information when requested may not be considered.If you experience difficulties applying online call 1300 984 220 and someone will be able to assist you. Outside business hours please email: csiro-careers@csiro.au. **Referees**: If you do not already have the names and contact details of two previous supervisors or academic/ professional referees included in your resume/CV please add these before uploading your CV.**Contact:** If after reading the selection documentation you require further information please contact:Liz Hall via email: Liz.Hall@data61.csiro.au Please do not email your application directly. Applications received via this method will not be considered.**Flexible Working Arrangements**We work flexibly at CSIRO, offering a range of options for how, when and where you work. Talk tous about how this role could be flexible for you. [Work life balance](https://www.csiro.au/en/Careers/The-CSIRO-Experience/Balance).**Diversity and Inclusion**We are working hard to recruit diverse people and ensure that all our people feel supported to dotheir best work and feel empowered to let their ideas flourish. [Diversity and Inclusion Strategy](https://www.csiro.au/en/About/Policies-guidelines/Working-at-CSIRO/Diversity-strategy).We are committed to the safety and wellbeing of all children and young people.**About CSIRO**At CSIRO, Australia's national science agency, we solve the greatest challenges through innovativescience and technology. Find out more! [www.csiro.au.](http://www.csiro.au/) CSIRO's Data61 is the data and digital specialist arm of CSIRO. We are creating Australia's data-drivenfuture.[Join us and start creating tomorrow today](https://www.csiro.au/en/Do-business/RandD/Do-business-Data61) |