# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants |
| Advertised Job Title | Project Manager |
| Job Reference | 85617 |
| Tenure | Specified Term of two years Full-time |
| Salary Range | AU$102,724 to AU$111,165 per annum plus up to 15.4% superannuation |
| Location(s) | Any major CSIRO sites in Australia |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Program Manager |
| Client Focus – Internal | 70% |
| Client Focus – External | 30% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact James via email at james.leith@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, of the areas that we live and work on 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).

### Role Overview

CSIRO is spearheading a complex, multi-year portfolio of climate services research and development of tools which will help farmers, policy makers and other stakeholders to explore the possible impacts of climate change on farm businesses.

As Project Manager, you will be working as part of a diverse team including scientists, engineers and user experience designers to transform the project requirements into deliverables. Key to the success of this role will be the ability to adhere to tight deadlines and maintain key project documentation. The Project Manager is the conduit across different teams and agencies, and we are seeking someone who is highly adaptable and responsive to stakeholder needs.

We apply agile principles to our projects but we are a people-oriented organisation; individuals, interactions and innovation are just as important as processes and tools. We are looking for someone who is comfortable using different project management tools and techniques to get the best out of diverse research teams working at different levels of technology readiness.

### Duties and Key Result Areas

* Create project plan(s) and ensure any updates are circulated and approved by team leads, project team members and the client as required.
* Establish Scrum (or similar) and Agile project management structures.
* Develop budgeting tools to capture, monitor and report project financials.
* Communicate clearly and consistently to build strong relationships with key stakeholders including clients and project partners.
* Work closely with the CSIRO Technical Lead, Product Management, UX and developers.
* Set up project governance, communication standards, file storage and sharing.
* Work closely with and regularly update other Project and Program Managers.
* Manage and mitigate risks and address project blockers.
* Manage an IP register to ensure appropriate sharing of data, code and information.
* Remove project blockers, organise workshops and team meetings, new team member onboarding, training and general team morale building exercises.
* Work independently to deliver results through the use and allocation of available resources within project constraints.
* Take personal responsibility for client satisfaction, and correct problems promptly and in a constructive manner.
* Work collaboratively as part of a multi-disciplinary, regionally dispersed 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 Zero Harm goals.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. Relevant Project Management qualifications or equivalent experience.
2. Demonstrated project management experience using a variety of methodologies.
3. Highly developed interpersonal skills and a collaborative working style.
4. Demonstrated ability to coordinate multiple tasks within agreed priorities, timeframes and accountabilities.
5. Ability to quickly adapt to technological, structural and procedural changes, maintaining professionalism and flexibility.

## **Desirable**

1. Experience with project tracking software such as Jira.
2. Experience working with and/or implementing Agile methodologies.

## **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:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others’ reactions.
* **Resource Management/Leadership:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
* **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

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.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. To find out more visit [CSIRO 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:

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