# Position Details

## Project/Program Manager- CSOF6/7

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| The following information is for applicants | |
| Advertised Job Title | Project Manager Research |
| Job Reference | 80802 |
| Salary | CSOF6: AU$117,917 to AU$138,176 pa (pro-rata for part-time) + up to 15.4% superannuation  CSOF7: AU$141k - AU$157k pa (pro-rata for part-time) + up to 15.4% superannuation  \*NB: This position is offered across two levels, the appointment level will be determined by the qualifications, skills and relevant experience of the successful candidate |
| Tenure | Specified Term of 4 years |
| Location(s) | Canberra or Melbourne preferred, other locations considered |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents; * Australian Temporary Residents currently residing in Australia with an existing visa and valid work rights to cover the duration of the specified term (at least until March 2026), without the requirement of sponsorship |
| Position reports to the | Team Leader |
| Number of Direct Reports | 0 |
| Enquire about this job | Mark Hemer via email Mark.Hemer@csiro.au or  phone +61 3 6232 5017 |
| How to apply | 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 is the national science agency that undertakes research to make life better for Australia and Australians. CSIRO have partnered with the Bureau of Meteorology, Geoscience Australia, and the Australian Bureau of Statistics in creating the newly established Australian Climate Service.

The Australian Climate Service (ACS) was established to address a series of recommendations from the Royal Commission into National Natural Hazard Arrangements, and will be the Commonwealth’s trusted provider of data, information and knowledge-based services to support improved preparation for, response to and recovery from natural disasters in Australia. It brings together Australia’s leading climate and natural disaster information and expertise in a customer-led and mission-focussed national capability.

The ACS has commenced a major 4-year program of work, in which CSIRO will lead a series of customer-oriented projects.

The projects will build national capabilities to:

* Provide Australian national bushfire intelligence, to inform relief, recovery and longer-term disaster risk reduction activities;
* Improve the capture, standardisation and use of disaster impact and consequence data across all elements of the disaster cycle;
* Catalyse and scale-up investment in disaster risk reduction, adaptation and resilience.

We seek three Project Managers for key roles coordinating the delivery of these large complex projects.

These new roles will be based within CSIRO Land & Water (L&W) and will work closely with Project Leaders and CSIRO’s ACS coordinator to help lead the delivery of CSIRO’s ACS work, and ensure alignment and coherence of individual projects in the ACS portfolio. The successful candidate(s) will work with project leads, research teams and business development officers in CSIRO, along with partners within the Australian Climate Service, and other external stakeholders, to ensure projects are delivered, successfully, within scope and budget. The Project Manager(s) will be responsible for developing and overseeing project budgets, workflows and progress reporting; developing and managing contracting and IP arrangements in cooperation with CSIRO legal, business and contracts support services; identifying and planning capability and labour requirements with Project Leaders; overseeing project logistics, issue resolution and agile management of project delivery to timeframes and resources; managing processes for ethics and privacy compliance; and supervising and supporting administration roles.

These roles will work closely with one another, and provide support to the ACS CSIRO Coordinator, to enable integrated management and governance of CSIRO's ACS involvement. This will ensure availability of staffing, technical and scientific resourcing required to deliver each project, and ensure the overall risks and interdependencies between projects are managed efficiently.

Through an integrated systems research approach CSIRO Land & Water provides the information and technologies required by government, industry and the Australian and international communities to protect, restore, and manage natural and built environments. In this role, you may also have opportunity to work with and support other projects across CSIRO’s Land and Water Business Unit portfolio of activity.

**Duties and Key Result Areas:**

* Develop and manage internal and external relationships essential to coordinating project elements including staffing availability, equipment capabilities, technical support requirements, financial requirements, policies, procedures and standards to ensure projects are delivered on-time, within scope and within budget
* Assist in the definition of project scope and objectives, working closely with Project Leaders and CSIRO’s ACS Coordinator, with involvement of all relevant stakeholders to ensure feasibility with regards to resource availability, allocation and timing
* Assess, report and manage project progress, risks, delays and mitigation strategies, and escalate to project leaders and management as needed
* Manage changes to project scope, schedule and costs using appropriate verification techniques
* Create and maintain comprehensive project documentation, including in project management software, spreadsheets, diagrams and process maps to document needs related to project planning, relevant interdependencies between projects, project risks and risk mitigation strategies
* Provide regular reporting plans to monitor and track progress through communication with Project Leaders, Business Development, Finance, Contracts and Legal teams, and all relevant ACS committees
* Co-ordinate the completion of regular project finance and progress reports as required by ACS
* Work with the Project Leads and ACS Coordinator to 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 CSIRO’s ACS 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 across the ACS partnership
* 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, and the ACS Culture Charter.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. Bachelor degree in a relevant field, and/or equivalent relevant experience in project management and research operations in a science environment
2. Demonstrated knowledge and skills in contemporary project management techniques, tools and methodologies, covering all phases of the project life-cycle.
3. Proven experience in managing the successful delivery of complex R&D projects to schedule and quality objectives, in multi-disciplinary teams with a customer orientation.
4. Proven ability to investigate and solve complex problems, readily adapt to changing circumstances and maintain professionalism and flexibility, in order to achieve successful project outcomes.
5. Highly developed time management and organisational skills with the ability to prioritise demands, and escalate issues as appropriate; establish priorities for managing multiple tasks and deadlines, and approach challenges and pressurised situations with a constructive mindset.
6. Ability to proactively manage relationships with internal and external stakeholders, to understand and respond to client needs, delivering information relevant to diverse audiences, and appropriate channel selection.

#### Desirable

1. Project Management certification, and associated experience with project management software
2. Experience in one or more of: managing digital transformation or data intensive R&D projects; disaster response, preparedness, recovery, risk reduction and/or resilience building

## **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 team 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:** 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:** 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.

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.

## **About CSIRO:**

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

Find out more about CSIRO

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 [Land and Water](https://www.csiro.au/en/Research/LWF)

Find out more about CSIRO’s research on Climate and Disaster Resilience https://research.csiro.au/dsp/climate-and-disaster-resilience/

Find out more about the Australian Climate Service <http://www.acs.gov.au>