# Position Details

## Research Projects- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Research Projects Coordinator |
| Job Reference | 89365 |
| Tenure | Indefinite |
| Salary Range | AU$102k to AU$111k pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Black Mountain, ACT preferred |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Team Leader: Basin Pathways Team (tbc) |
| Client Focus – Internal | 60% |
| Client Focus – External | 40% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Dr Jai Vaze via email at [Jai.Vaze@csiro.au](mailto:Jai.Vaze@csiro.au) or phone +61 2 62465871 |
| 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

This position of Research Projects Coordinator (CSOF5) will provide coordination and support in development and management of water and environmental research projects in the Water Security Program of Land and Water. The position is required to provide project coordination, administration, and project delivery leadership and support, while contributing scientific expertise in a water/environmental science domain. The position includes establishing and maintaining research partnerships for new and existing projects, managing and monitoring project progress, coordinating larger internal and external workshops and events to foster the building and maintaining of effective teams, contribution to research outcomes and communicating within the project team and with the client.

The Research Project Coordinator will support existing science and leadership capability to deliver high-impact external projects such as the Northern Rivers Resilience Initiative (NRRI) Project funded by the National Emergency Management Agency. They will also contribute to the wider inter-disciplinary efforts of Land and Water in water science, policy, and management.

### Duties and Key Result Areas

* Project coordination leadership of complex multi- and trans-disciplinary projects, with domestic government, academic, industry and community partners.
* Supports the Project leader in setting up and maintaining effective and efficient work teams and manage performance and resources, to achieve objectives.
* Sets up and maintains procedures and practices for project material including meeting notes, and document and data management.
* Provide expertise in their related domain of water/environmental science.
* Communicate research outcomes and project findings with stakeholders and peers in written and oral media.
* Communicate 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 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.
* Other duties as required.

## **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:** 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.

## **Selection Criteria**

#### Essential

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

1. Relevant experience in coordinating large, multi-stakeholder projects, with a preference for experience in water and/or environmental science.
2. Demonstrated ability to work closely with domain experts such as technologists, hydrologists, ecologists and social and economic researchers to deliver research and impact.
3. A relevant trade certificate/diploma/bachelor’s degree or equivalent relevant work experience and evidence of expertise in own scientific domain.
4. Demonstrated experience in project management and coordination to deliver high-quality project outputs on time and to budget, ensuring compliance with both internal and external requirements.
5. The ability to effectively and rapidly manage multiple and often competing priorities and challenges as they arise, often under tight timeframes.
6. Demonstrated experience in preparing and using Project Management Plans and Tools with a high level of IT competency, including demonstrated experience with MS Office products.
7. Excellent verbal and written communication skills with demonstrated experience in planning and delivering internal and external workshops and events.

## **Desirable**

1. Well-established credentials and networks within Australian research communities.
2. Willingness to undertake skills development.
3. Experience in working with external clients, including government.

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.

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* 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)