# Position Details

## Technical Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Ship Management Coordinator – Marine National Facility |
| Job Reference | 84266 |
| Tenure | Indefinite, full-time |
| Salary Range | AU$117k - AU$138k per annum, plus up to 15.4% superannuation |
| Location(s) | Hobart, Tasmania |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian or New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | MNF Facilities Program Director |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | 0 |
| Enquire about this job | Tara Martin, Facilities Program Director via email [Tara.Martin@csiro.au](mailto:Tara.Martin@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](mailto: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).

**The Role**

CSIRO’s Marine National Facility (MNF) seeks to appoint an experienced and motivated MNF Ship Management Coordinator as part of the Facilities Team. The Facilities Team is responsible for ensuring the physical resources of the Marine National Facility including the vessel, ship based and containerised laboratories, and deployable and fixed scientific equipment and instruments, are maintained, enabled and ready to deliver successful and safe scientific voyages as scheduled. Vessel operations, technical management and crewing are managed by the Ship Management Contractor.

The MNF Ship Management Coordinator is responsible for overseeing effective and safe delivery of the Ship Management Contract and fostering and maintaining a collaborative relationship with the Ship Management Contractor, including vessel crew. The MNF Ship Management Coordinator manages the connection between MNF and the Vessel Management Contractor on behalf of the MNF in an open and transparent manner in support of safe, effective, and efficient vessel operations.

### The MNF Ship Management Coordinator reports to the Facilities Manager and will work positively and collaboratively within the team as well as with a range of stakeholders to support the delivery of safe, world-class science. Some travel is required and there may be an opportunity to go to sea as part of providing support more broadly in the MNF.

### Marine National Facility

Funded by Government since 1984, the Marine National Facility (MNF) provides a keystone element of the nation’s research infrastructure by providing the only blue-water research capability available for work in Australia’s vast marine estate.

Scientific research undertaken through the MNF is selected through an independent and peer reviewed process for scientific and technical excellence and contribution to Australia’s national benefit. The research provides key information to government, industry and other stakeholders to support evidence-based decision-making focused on research challenges in fisheries management, geological resources, regional and global climate, coastal and offshore developments and marine operations.

The MNF comprises three teams: Science Operations; Facilities; and Governance, Policy and Outreach. Ship management services including crewing, technical ship maintenance, compliance and domestic and international maritime regulations, and management of port periods and dry docks are provided by an external provider. Scientific technical services to support the deployment at sea and ongoing maintenance of scientific equipment and instruments on-board the RV *Investigator* is provided by CSIRO’s Engineering and Technology Program.

**Research Vessel**

The 94m Research Vessel, *Investigator*, undertakes multidisciplinary research in the oceans and seas around Australia. RV *Investigator* was commissioned in 2014-2015 and has a crew of 20. It can carry up to 40 scientists and technicians and has an autonomy at sea of 60 days, enabling research to be carried out in remote regions from the tropics to the ice-edge. For further information about the MNF visit our website at hhtp://www.mnf.csiro.au/.

### Duties and Key Result Areas

As part of a dynamic and flexible team, under limited direction from the MNF Facilities Manager, the MNF Ship Management Coordinator will:

* Manage the effective and efficient delivery of the ship management contract to ensure:
* The MNF research vessel is operated and maintained to International and Australian standards, including overseeing compliance with statutory obligations and class requirements.
* A positive culture of collaboration is fostered and maintained between CSIRO and the Ship Management Contractor to deliver our shared goal of safe, world-class science delivery on RV Investigator; ensuring the structural and cultural aspects of the two organisations are aligned.
* The vessel’s planned maintenance, storekeeping programs and general compliance are monitored, to ensure operational readiness and delivery of CSIRO’s priorities.
* Monthly accounts are monitored to ensure MNF gains maximum value for money, and significant issues and variations are effectively and quickly resolved.
* Oversight of the development of port period, long maintenance period and dry-dock plans, ensuring all parties' input and agreement, and works are planned efficiently and safely.
* Risks are minimised for the various requirements of operations at sea and in ports around Australia.
* Provide timely, accurate and objective advice to the Science Operations Team and assist with the planning and execution of safe and effective research voyages including:
* Contributing to the development of research voyage schedules that take into account ship management contract requirements, and facilitating the efficient utilisation of the vessel.
* Co-ordinating and communicating across multiple parties in relation to the planning and management of scientific voyages.
* Working closely with the MNF Safety Coordinator and Ship Management Contractor, ensure a risk-based, integrated approach to safety planning and response in accordance with the MNF Health, Safety and Environment Framework, fostering a proactive and responsive safety culture.
* Working closely with Facilities team members and Ship Management Contractor, contribute to the planning of vessel modifications and installations in response to identified new science capabilities or reconfiguration of existing capabilities.
* Oversee and manage the performance of external resources engaged by CSIRO to assist with the development and execution of project plans for vessel modifications and installations during the mid-life refit dry docking.
* Support the Facilities Manager and the Facilities Program Director with timely, objective and evidence-based quality advice about ship-related matters.
* Represent MNF on relevant working groups and committees at the CSIRO Hobart Laboratories in relation to wharf operations and vessel requirements, as required.
* 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 flexibly, positively and cooperatively as a member of the Facilities Team and other teams, using shared resources and seeking advice as required.
* 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. Tertiary qualifications and/or extensive demonstrated experience, in ship management operations, practices and standards.
2. Demonstrated experience in the co-ordination and provision of logistical, operational and technical requirements associated with maritime operations, based on a sound understanding of Australian and International standards and regulations that apply to the maritime industry.
3. Demonstrated experience in health and safety leadership in the maritime sector, including risk-based planning.
4. Proven ability in the coordination and management of complex projects in a dynamic team environment, including the ability to plan, organise and monitor projects against firm timelines and budgets, and manage competing priorities, to achieve successful and quality outcomes.
5. Proven ability to liaise, negotiate and influence others to achieve organisational objectives, and foster and maintain effective working relationships with a range of internal and external stakeholders.
6. Excellent interpersonal and communication skills and a proven ability to communicate openly, respectfully and with clarity on technical and specialist matters related to maritime operations, and to foster an environment that promotes collaboration, individual responsibility and new ideas.
7. Demonstrated knowledge and experience in contract management practices and an understanding of procurement and financial procedures.

## **Desirable**

1. Experience and knowledge of the conduct of blue water marine research.
2. A current Australian Class ‘C’ driver’s licence.

## **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.

Special Requirements

**The successful candidate will:**

* Be asked to obtain and provide evidence of a National Police Clearance or equivalent. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* Be willing to travel in order to provide operational support in domestic or foreign ports.
* Have the ability and be willing to obtain a medical clearance should they be required to go to sea.
* Have the ability to obtain a Maritime Security Identification Card.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and the [Marine National Facility](https://mnf.csiro.au/) for more information.

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