# Position Details

## Administrative Services- CSOF5

|  |
| --- |
| The following information is for applicants |
| Advertised Job Title | Program Manager  |
| Job Reference | 82141 |
| Tenure | Specified Term of 5 years |
| Salary Range | AU$102k to AU$111k (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Perth, WA (Whadjuk Noongar Country) |
| 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 | Director Permanent Carbon Locking Future Science Platform |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Andrew Lenton via email at andrew.lenton@csiro.au or phone +61 3 6232 5472 |
| 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 area 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

### CSIROs Future Science Platforms (FSPs) represent an investment in science that underpins innovation and can help reinvent and create new industries for Australia. The Permanent Carbon Locking FSP launched in Jan 2022 is one of the latest additions to this portfolio. The Permanent Carbon Locking FSP is a collaborative research effort driven by four different CSIRO Business Units and hosted in Oceans & Atmosphere.

### Nationally and internationally, reaching net-zero emissions will require permanently removing significant amounts of carbon from the atmosphere; fast, scalable, and cost-effective solutions are urgently needed. The Permanent Carbon Locking FSP will address this challenge by driving radical innovation at the nexus of biology, chemistry and engineering in carbon capture and carbon storage and their integration in novel and unconventional ways.

### We invite expressions of interest for the role of Program Manager for the Permanent Carbon locking FSP. The Program Manager will work with the FSP leadership team and supporting staff to manage day-to-day FSP operations. Core duties include managing processes and timelines for project management, coordinating internal/external reporting and facilitating communication, both within the FSP and with external stakeholders. The Program Manager will also lead the logistical organisation of an annual FSP conference, ECR workshops and assist the FSP leadership team to manage budgets and communication strategies.

### Duties and Key Result Areas:

**Planning**

* Contribute to the design and implementation, and monitoring of processes that ensure the effective operation of the Permanent Carbon Locking FSP.
* Assist the FSP leadership team in maintaining oversight of FSP timelines and budgets and ensuring projects adhere to broader CSIRO policies, processes, and business rules.
* Assist activity leaders and finance to manage projects via project management monitoring and reporting systems.

**Coordination**

* Assign tasks within the FSP and coordinate broader Program level activities within the FSP.
* Coordinate internal and external reviews, responses to information requests, and reporting.
* Logistical planning of an annual FSP conference.
* Plan, coordinate and help facilitate key FSP workshops and meetings.

**Communication**

* Act as an external contact/representative for the FSP.
* Coordinate effective communication within the FSP and with partner Business Units.
* Develop and maintain cross-organisational networks to facilitate effective FSP operations.
* Work collaboratively as part of a multi-disciplinary, often regionally dispersed team to carry out tasks supporting the FSP’s core scientific and strategic objectives.
* Establish an effective process that supports communication within the FSP and partner Business Units using appropriate communication tools.
* Internal and external engagement, with an ability to work with a range of FSP partners from both industry and academia.
* Contribute to internal/external reports, including impact monitoring.

**Teamwork**

* Work collaboratively with colleagues within the FSP team, the host Business Unit and across CSIRO to reach objectives.

**Values**

* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity and Inclusion initiatives, Zero Harm goals and CSIRO’s Values.

## **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.

## **Selection Criteria**

#### Pre-Requisite:

Tertiary qualifications or equivalent industry experience in a relevant discipline.

#### Essential:

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

## 1. Experience in project management, including planning, monitoring and reporting and experience engaging with stakeholders across all levels, including senior leadership.

## 2. A demonstrated ability to independently manage complex workflows/timelines to meet deadlines.

## 3. The ability to work effectively in a dynamic team environment.

## 4. Ability to communicate effectively, both verbally and in writing.

## 5. Desire to collaborate with diverse people across CSIRO and to engage with external industry/academic partners.

## **Desirable:**

1. Previous experience managing large scale initiatives with CSIRO or similar organisations.
2. Experience with systems CSIRO uses to support delivery including SAP and Enterprise Resource Planning software such as Microsoft Dynamics
3. Experience in financial reporting within CSIRO or similar
4. Experience working across academic and commercial sectors

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.

* 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/)!

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

Find out more about CSIRO [Future Science Platforms - MyCSIRO](https://my.csiro.au/OrgInfo/Strategies-Planning-Reporting/Our-strategy/Strategic-pillars/Future-Science-Platforms)