# Position Details

## Administrative Services- CSOF6

|  |  |
| --- | --- |
| The following information is for applicants | |
| Advertised Job Title | Deputy Site Manager – SKA-Low Telescope (SKA-Low) |
| Job Reference | 83674 |
| Tenure | Indefinite  Full-time, job-share or part-time (minimum 60 hours per fortnight) |
| Salary Range | AU$117k – AU$138k pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Geraldton, Western Australia |
| 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 | SKA-Low Site Manager |
| Number of Direct Reports | 0 |
| Enquire about this job | Mark Bennett, SKA-Low Site Manager [Mark.Bennett@skao.int](mailto:Mark.Bennett@skao.int) |
| 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, in 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 CSIRO Experience**

As an employee of CSIRO, you will be eligible for the many benefits of working at Australia’s National Science Agency. You can read more here:

1. [Life at CSIRO](https://www.csiro.au/en/careers/life-at-csiro)
2. [Personal Development & Learning](https://www.csiro.au/en/careers/life-at-csiro/Career-development)
3. [Generous Leave & Conditions](https://www.csiro.au/en/careers/life-at-csiro/Generous-leave-conditions)
4. [Work / Life Balance](https://www.csiro.au/en/careers/life-at-csiro/Balance)

## **Background**

The SKA Observatory is a next-generation global radio astronomy facility that will revolutionise our understanding of the Universe and the laws of fundamental physics. It is one observatory with two telescopes: SKA-Low in Western Australia and SKA-Mid in South Africa. Australia is a co-host member of the SKA Observatory, an intergovernmental organisation headquartered at Jodrell Bank, near Manchester in the United Kingdom, responsible for SKA Observatory construction and operation globally.

Among the major science goals for the first phase will be to study the history and role of neutral Hydrogen in the Universe from the dark ages to the present-day, and to employ pulsars as probes of fundamental physics.

The first phase of the SKA will consist of two telescopes:

* Australia will host the low-frequency telescope. SKA-Low will comprise up to 131,072 antennas in clusters along spiral arms spanning 65km at CSIRO’s Murchison Radio-astronomy Observatory (MRO) in Western Australia. SKA-Low will receive signals from 50MHz to 350MHz
* South Africa will host the mid-frequency telescope. SKA-Mid will comprise up to 197 dishes spread along spiral arms spanning 150km. SKA-Mid will receive signals from 70MHz to 10GHz

CSIRO is involved in several facets of the SKA-Low in Australia:

* Operating partner: The SKA Observatory will partner with CSIRO to operate the SKA-Low Telescope and support construction
* Construction: CSIRO has been allocated work in digital processing, infrastructure, and antenna station management and deployment, integration and verification, and software

CSIRO also operates the Murchison Radio-astronomy Observatory which hosts multiple national and international radio astronomy telescopes and is where the SKA-Low Telescope will be located. CSIRO is responsible for land management, subleases, maintaining radio quiet protections, provision of services to the telescopes, and managing the Indigenous Land Use Agreement.

Further Reading: [SKA Phase 1 Executive Summary](https://www.skatelescope.org/wp-content/uploads/2021/03/22380_SKA_Project-Summary_v4_single-pages.pdf).

### Role Overview

Based at the Engineering Operations Centre in Geraldton, with significant time spent onsite at the Murchison Radio-astronomy Observatory, the Deputy Site Manager will assist the Site Manager to oversee the safe construction of the SKA-Low Radio-telescope and associated site infrastructure, flowing into operations and ongoing maintenance of the facility.

The Deputy Site Manager will be part of a small site management team led by the Site Construction Director. Most of the work will be undertaken at the telescope site, and will have additional interactions with stakeholders and staff in Geraldton. The site has comfortable accommodation facilities, and will soon have a purpose built construction camp. Transport to the site is via charter flight or driving. There will also be occasional travel to the Science Operations Centre in Perth.

CSIRO and the SKA Observatory value and respect difference and we are committed to building an inclusive culture by creating an environment where you can balance a successful career with your commitments and interests outside of work. We believe that you will do your best at work if you have a work / life balance and we will work with you to structure the role in a way which supports you.

**Duties and Key Result Areas**

* Supervise and coordinate the workforce for the construction, operations, and maintenance of the facility.
* Maintain reports using SKAO’s state-of-the-art software management tools and databases.
* Schedule work to meet future demand and use discretion to decide on required methods and approaches.
* Ensure all work is performed in accordance with the organisation’s safety manuals and associated policies / procedures.
* Liaise with CSIRO’s Science and Astronomy staff from other observatories and the MRO Site Management Team to provide assistance and undertake collaborative projects as required.
* Communicate openly, effectively, and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of the SKA Observatory and CSIRO’s reputation.
* Work collaboratively as part of a professional regionally and internationally dispersed team.
* Adhere to the spirit and practice of both the SKA Observatory and CSIRO’s values as well as the 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 can demonstrate how they can meet the essential criteria may be appointed.*

1. A minimum of five years’ experience supervising complex infrastructure projects of a similar scale / nature.
2. Formal Team Leader training (e.g., Cert IV in Leadership & Management, Section 44 supervision etc.),or equivalent experience leading and directing contractors.
3. Proven ability to work safely and effectively as part of a small engineering team with minimal supervision.
4. Demonstrated strong written and verbal communication skills, i.e., report writing, emails, workflows, stakeholder liaison, interpersonal, influencing and negotiation.
5. Successful experience planning and assigning tasks to work parties according to construction or maintenance schedules.
6. Proven ability to utilise relevant computer software packages, including previous experience with Enterprise Resource Planning systems such as SAP or Maximo.

## **Desirable**

1. Experience in the construction of large-scale astronomical or science research facilities.
2. Knowledge and understanding of the Australian engineering standards (electrical, civil, structural).
3. Experience working in remote/isolated locations.
4. Experience interacting with a broad community of users especially indigenous groups.

## **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.
* Must be able and willing to undertake occasional state and interstate travel.
* Must hold an Australian Class ‘C’ driver’s licence (or equivalent).

**About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [Space and Astronomy](https://www.csiro.au/en/Research/Astronomy) 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

## **About the SKA Observatory**

The SKA Observatory is coordinating a global effort to deliver the largest science facility on the planet. The SKA Observatory will build next-generation radio telescopes that will help to answer key questions in astrophysics, drive technological innovation and support human capital development. Visit [SKA Observatory](https://www.skatelescope.org/) online for more information.

The SKA Observatory’s values are:

* Diversity and Inclusion
* Excellence
* Collaboration
* Creativity and Innovation
* Sustainability