# Position Details

## Research Management- CSOF7

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| The following information is for applicants |
| Advertised Job Title | Facility Manager, Canberra Deep Space Communication Complex (CDSCC) |
| Job Reference | 83703 |
| Tenure | Indefinite, Full-time Position will also be considered as part-time (minimum 0.9 FTE) or 1.0 FTE with a 9-day fortnight |
| Salary Range | AU$141k - AU$157k pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Tidbinbilla – Canberra Deep Space Communication Complex, ACT |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens only |
| Position reports to the | Director, CDSCC |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 5 |
| Enquire about this job | Contact Kevin Ferguson via email at Kevin.Ferguson@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 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).

### Background

Under an Agreement between the Australian and United States Governments, CSIRO has management responsibility for the activities of the National Aeronautics and Space Administration (NASA) in Australia. The principal activity is the operation of the Canberra Deep Space Communication Complex (CDSCC) located at Tidbinbilla, some 40 km from Canberra. CDSCC is one of three similar complexes that together with the Network Operations Control Centre at the Jet Propulsion Laboratory (JPL) in Pasadena, USA constitute NASA’s global Deep Space Network (DSN). JPL manages and operates the DSN for NASA.

**Role Overview**

Reporting to the Director CDSCC, and as a member of the CDSCC Management Team, the Facility Manager works collaboratively as part of a multi-disciplinary team in support of the CDSCC. The position will be required to interact with staff, customers, and stakeholders at both operational and executive level.

The Facility Manager works under broad direction, providing high level advice on complex technical and engineering matters both on site and across the Deep Space Network. Extensive technical knowledge is required in order to provide innovative solutions to complex problems. The Facility Manager is responsible for critical decision making for antenna and site infrastructure in accordance with DSN standards and CDSCC/CSIRO policies and procedures.

This position is available on a full-time or part-time basis. The minimum part time arrangement would be 66.15 hours per fortnight.We also support flexible working arrangements, noting that the role will require a level of flexibility to accommodate meetings outside the standard band of hours to reflecttime zones of our customer (JPL/NASA).

### Duties and Key Result Areas

* Manage the activities of the Facilities Group at CDSCC ensuring the delivery and maintenance of mechanical, servo, RF, digital, HVAC, electrical, cryogenic, electronics and reliability systems.
* Ensure the maintenance of antennas, systems, and site assets in accordance with best practice maintenance schedules and ensure activities are delegated and resources are planned.
* In collaboration with the Operations & Engineering Manager(s), the Facility Manager will provide for the delivery of maintained working systems for antennas DSS43 (70m), DSS34, DSS35 and DSS36 (each 34m) as well as the proposed new 34m antenna DSS33 when constructed and operational.
* Ensure and coordinate maintenance excellence with the maintenance teams utilising best practice proactive and reactive maintenance. Ensure adequate risk management processes are followed.
* Lead assurance and maintenance paradigms.
* In consultation with the Jet Propulsion Laboratory (JPL) in the USA, deliver upon the Asset Management/Maintenance Integration (AMMI) paradigm and ensure practices are aligned with the Deep Space Network (DSN) approach.
* Identify and use modern methods of benchmarking maintenance delivery and employ recognised management techniques as well as new technologies to increase maintenance efficiency and systems reliability.
* Oversee the management of Facility Projects and Facility Services.
* Responsibility for the delivery of projects such as upgrades to operational systems and facilities.
* Management of the grounds, routine civil works, and security.
* Ensure the coordination of activities, resources, downtimes, and schedules locally and with JPL.
* Manage the Facilities and Maintenance staff and budget within guidelines.
* Foster an environment in which there is a high level of cooperation within and between teams and facilitate positive team relationships.
* Safety management.
* Identify and recommend safe systems of work with specific emphasis on maintenance activities.
* Facilitate the implementation of safe systems of work in coordination with the HSE Advisor and site stakeholders.
* Adhere to CSIRO’s Code of Conduct, HSE procedures and policy, and Diversity & Inclusion initiatives.
* Undertake occasional domestic and international travel.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. Relevant tertiary qualifications in Mechanical/Electrical Engineering and/or equivalent demonstrated leadership and managerial experience in an industrial maintenance environment at a senior level.
2. Broad experience in engineering management and customer-focussed facilities maintenance and operations, and the delivery of complex engineering outcomes on time and to budget.
3. A strong history of establishing and working effectively in teams, encouraging new ideas, building trust, and providing support for the development of emerging skills.
4. Demonstrated experience identifying and providing innovative solutions to complex problems.
5. Proven ability to think strategically and balance long term planning with short term operational oversight.
6. The capacity to embrace change management initiatives with demonstrated success in the implementation of cultural change.
7. Demonstrated experience in ensuring safe working practices and effective environmental management.

**Desirable:**

1. An understanding of the technologies and functions associated with telecommunications and an appreciation of the unique attributes required for spacecraft communications.
2. Experience in engineering based Computerised Maintenance Management Systems (CMMS).
3. Current Class ‘C’ Australian driver’s licence (or equivalent).

## **Required Competencies**

* **Teamwork and Collaboration:** Creates and fosters an environment in which there is a high level of cooperation within and between teams. Facilitates positive team relationships to build interactions across Business Units and the organisation.
* **Influence and Communication:** Uses complex influencing strategies, for example, assembling strategic coalitions, building behind the scenes support and the tactical use of information to gain support.
* **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:** Resolves major conceptual scientific, technical, commercial or management problems, which have a significant impact upon the field of research, professional function, the Business Unit or the Organisation. Situations faced have little or no precedent and require original concepts and approaches.
* **Independence:** Commits significant resources in the face of uncertainty and takes calculated risks to improve performance and achieve challenging goals. Uses personal energy to drive change strategies. Formulates and implements contingency plans to minimise the impact of potential risks. Accepts personal responsibility for the outcomes of decisions/risks taken.
* **Adaptability:**Is flexible in response to external change or when faced with external constraints. Identifies and promotes the opportunities arising as a result of change.

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.
* This role has child safety obligations. Accordingly, the successful candidate will be required to obtain or provide evidence that they hold a working with children check prior to confirmation of appointment.
* The successful candidate will require the ability to travel domestically and internationally.
* As the CDSCC site works directly with NASA and JPL, the successful applicant will be required to obtain an Export Administration Regulations (EAR) clearance/approval.

## **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