

## Position Details

### Technical Services – CSOF5

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
Advertised Job Title	Village Manager - SKA-Low Telescope
Job Reference	95873
Tenure	4 year specified term role - Full-Time, Part-Time or Job-Share
Salary Range	AU\$121,455 to AU\$142,321 per annum, plus 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/New Zealand Citizens and Australian Permanent Residents
Client Focus – Internal	0%
Client Focus – External	100%
Position reports to the	This position will report to the SKA-Low Site Manager
Number of Direct Reports	0
Enquire about this job	To enquire about this job please reach out to the SKA-Low Site Manager, Mark Bennett, on <a href="mailto:mark.bennett@skao.int">mark.bennett@skao.int</a> for more information.
How to apply	Apply online at <a href="https://jobs.csiro.au/">https://jobs.csiro.au/</a> Internal applicants please apply via <b>Jobs Central</b> If you experience difficulties when applying, please email <a href="mailto:careers.online@csiro.au">careers.online@csiro.au</a> 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](#).

#### 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](#)
2. [Personal Development & Learning](#)
3. [Generous Leave & Conditions](#)
4. [Work / Life Balance](#)

## Background

The SKA Observatory (SKAO) is a next-generation radio astronomy facility that will revolutionise our understanding of the Universe and the laws of fundamental physics. Enabled by cutting-edge technology, it promises to have a major impact on society, in science and beyond. As an intergovernmental organisation, the SKAO brings together sixteen countries around the world.

The Observatory has a global footprint and consists of the SKAO Global Headquarters in the UK, the SKAO's two telescopes at radio-quiet sites in South Africa and Australia, and associated facilities to support the operations of the telescopes.

Constructing and operating these telescopes will position the SKAO as the leading research infrastructure for radio astronomy globally, providing science capabilities to the international astronomical community for decades to come.

Australia will host the SKAO's low frequency telescope (SKA-Low) in remote Western Australia on Wajarri Yamaji Country.

The Traditional Owners and native title holders, the Wajarri Yamaji, have gifted CSIRO with the traditional name Inyarrimanha Ilgari Bundara for the CSIRO Murchison Radio-astronomy Observatory, home to the SKA-Low telescope. The traditional name means 'sharing sky and stars' in the Wajarri language.

In Australia, SKAO is collaborating with CSIRO to operate and support the construction of the SKA-Low Telescope. SKA-Low teams will operate out of:

- Inyarrimanha Ilgari Bundara, the CSIRO Murchison Radio-astronomy Observatory on Wajarri Yamaji Country.
- Our Engineering Operations Centre on Nhanhangardi, Naaguja, Wilynyu and Amangu Country in Geraldton.
- Our Science Operations Centre on Whadjuk Noongar Country in Perth.

Further Reading: [Explore SKAO](#)

## Role Overview

The SKA-Low telescope will consist of 131,072 antennas spread in three spiral arms across 74km of the Murchison region of WA. The SKAO is seeking to appoint a Village Manager to oversee the operation of the SKA-Low Construction Camp, which is operated and managed for the SKAO under a supply/service agreement.

The role will be part of a small site management team led by the Site Construction Director based at the Engineering Operations Centre in Geraldton with significant time spent onsite at Inyarrimanha Ilgari Bundara, the CSIRO Murchison Radio-astronomy Observatory. The Village Manager will focus on managing use of the camp, delivery of high-quality services, and leading the drive for an excellent camp culture, consistent with the highest industry standards. The post-holder will also arbitrate facility booking conflicts in conjunction with the relevant contract management team and be responsible for related aspects such as the reservation and booking system and seamless integration with transport and logistics providers. They will have interactions with various stakeholders and staff in Geraldton at the Engineering Operations Centre (EOC) and at the telescope construction site.

The SKA-Low Telescope project has commenced significant construction on the site with activities involving numerous civil and construction contractors working in conjunction with specialist contractors and staff installing the telescope systems over the next few years. The SKAO is seeking individuals that possess the ability to:

- Promote a culture of inclusivity, respect and safety for all construction camp occupants and visitors.
- Monitor the delivery of services in remote camps (either construction or mining).
- Interface with various groups to manage and prioritise facility bookings.
- Liaise with other key stakeholders such as CSIRO's Site Entity team.
- Understand and appreciate local indigenous requirements.

This role will require domestic travel (by driving or charter flight) to Inyarrimanha Ilgari Bundara, the CSIRO Murchison Radio-astronomy Observatory on Wajarri Yamaji Country and occasionally to Perth to our Science Operations Centre on Whadjuk Noongar Country.

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. We are open to discussing flexible working opportunities with this role being offered on a full-time, part-time or job share basis. Please raise your preference in your application.

## **Duties and Key Result Areas**

### **Role Specific**

- Responsible for culture of the construction camp, promoting inclusivity, respect and safety for all camp occupants and visitors, consistent with the highest industry standards. Lead initiatives to improve camp culture, including recreational activities.
- Ensure and audit camp service levels, as the on-site lead for SKA-Low engagement with the camp service provider. Perform regular quality audits and, where required, propose, develop and lead improvement initiatives in areas including safety, recreational facilities, accommodation, transport, and catering.
- Address concerns or issues between camp stakeholders (SKAO, CSIRO, the camp service provider, occupants and visitors), understanding the position of each stakeholder and enabling an effective resolution of any issues.
- Lead the camp aspects of major on-site events, ensuring that transport, accommodation, and catering are all delivered to a high standard.
- Support and coach the service provider to effectively manage site access compliance and governance, including coordination of removal of people from site if required.
- Interface with various groups to manage and prioritise facility bookings, gathering input from a range of stakeholders and understanding when escalation is required to the Site Construction Director.
- Lead the interaction with CSIRO and other stakeholders to define, document and capture SKAO's requirements for a new permanent accommodation Facility to be built at the Boolardy Homestead.
- Liaise with key stakeholders such as CSIRO's Site Entity team, building strong relationships.
- Understand and appreciate local indigenous requirements, ensuring that the camp is an inclusive and welcoming environment for indigenous staff and contractors.

### **Health, Safety and Environment:**

- Exhibit a strong commitment to health and safety, ensuring compliance with all safety protocols and promoting a safe and inclusive camp environment.
- Adhere to the spirit and practice of both the SKA Observatory and CSIRO's values, Code of Conduct, health, safety and environment procedures and policies, diversity initiatives and zero harm goals.

**Compliance:**

- Fulfill the relevant requirements of key project documents, including the SKA-Low Indigenous Land Use Agreement (ILUA), Site Information Document (SID), Native Vegetation Clearing Permits (NVCP) and all Health, Safety, and Environment policies and procedures.

**License and Training Requirements:**

- Hold an Australian State/Territory issued light vehicle licence and be prepared to operate a 4WD as a single-person operator between the EOC and construction site.
- Complete a 4WD operator course, workplace Verification of Competency Duty of Care Assessments, and any additional training courses required by SKAO, such as First Aid in a Remote Environment.

**Availability and Work Schedule:**

- As part of a small team, be able to work at the construction site as required.
- Be medically, physically, and personally able to travel and work under limited supervision in a remote Western Australian location.

**Selection Criteria**

CSIRO is an Equal Opportunity employer working hard to recruit world-class talent that represents the diversity across our society. As part of our commitment to equitable employment outcomes for under-represented groups, preference will be given to Aboriginal and Torres Strait Islander people, and/or women and/or people with a disability who meet the role criteria.

**Essential**

*Under CSIRO policy only those who are able to demonstrate how they can meet the essential criteria may be appointed.*

- Significant demonstrated experience and expertise managing remote camps or similar facilities to high standards.
- In-depth knowledge of health and safety regulations, with a track record of maintaining a safe and inclusive camp environment.
- Proven ability to identify and resolve service delivery issues promptly, ensuring minimal disruption to camp operations.
- Excellent verbal and written communication skills to liaise with a wide range of stakeholders, contractors, and team members.
- Demonstrated experience working in a small team, contributing constructively to an inclusive and high performing team culture.
- Proven ability to utilise relevant computer software packages, such as Microsoft Office applications.

**Desirable**

- Experience working with indigenous groups.
- Relevant tertiary qualifications.
- Knowledge of the maintenance and upkeep of facilities, utilities, and infrastructure within a remote camp.
- Experience with accommodation audit processes and associated legislation.

## 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.

## Special Requirements

- The successful candidate will be required to gain a National Police Clearance or equivalent. This will be conducted by CSIRO, Talent Services, through our provider HireRight. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
- The successful candidate will be required to undertake a pre-employment medical examination prior to commencement.
- The successful candidate will be required to have a 'C' Class drivers licence as a minimum requirement.

## Child Safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](#).

## CSIRO and SKAO Values

Visit [CSIRO Online](#) and [Space and Astronomy](#) and [SKAO online](#) and [SKAO Location](#) for more information. In your application and at interview you will need to demonstrate behaviours aligned to our values of:

CSIRO	SKA Observatory
<ul style="list-style-type: none"><li>● People First</li><li>● Further Together</li><li>● Making it Real</li><li>● Trusted</li></ul>	<ul style="list-style-type: none"><li>● Diversity and Inclusion</li><li>● Excellence</li><li>● Collaboration</li><li>● Creativity and Innovation</li><li>● Sustainability and Safety</li></ul>

