

Position Details

Administrative Services- CSOF5

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| THE FOLLOWING INFORMATION IS FOR APPLICANTS | |
| **Advertised Job Title** | Program Project Manager - Advanced EngineeringBiology FutureScience Platform |
| **Job Reference** | 91423 |
| **Tenure** | Specified Term up to 30 June 2025 |
| **Salary Range** | AU$105,806 – AU$114,500 pa (pro-rata for part-time) plus up to 15.4% superannuation |
| **Location(s)** | Dutton Park, Qld preferred (other locations negotiable) |
| **Relocation Assistance** | Will be provided to the successful candidate if required |
| **Applications are open to** | * Australian/ New Zealand citizens * Australian permanent residents and * Australian Temporary Residents, currently residing in Australia, with an existing valid visa and unrestricted work rights to cover the full duration of the specified term (30 June 2025), and no requirement for visa sponsorship. |
| **Position reports to the** | Director, Advanced Engineering Biology Future Science Platform |
| **Client Focus – Internal** | 80% |
| **Client Focus – External** | 20% |
| **Number of Direct Reports** | 0 |
| **Enquire about this job** | Contact Robert Speight via email at [robert.speight@csiro.au](mailto:robert.speight@csiro.au) or phone at +61 7 3833 5644 |
| **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 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

## The role of Administrative staff in CSIRO is to provide administrative and management services to support the effective provision of research and development activities. This involves the development and implementation and/or administration of policies, systems and procedures that assist the Organisation and the Business Unit to achieve their objectives and meet Government and regulatory responsibilities.

CSIROs Future Science Platforms (FSPs) represent an investment in science that underpins innovation and can help reinvent and create new industries for Australia. The Advanced Engineering Biology FSP was established to investigate the challenges holding engineering biology back from realising its positive impact on the environment, society and industries. It is a collaborative research effort working across multiple Future Science Platforms, Missions, Business Units, universities, and national and international initiatives and is hosted in the Environment business unit.

The Program Project Manager will work with the FSP Director, executive 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 Project Manager will also lead the logistical organisation of FSP events including workshops and assist the FSP leadership team to manage budgets and communication strategies.

This role requires managing complex projects with different stakeholders with competing priorities of time, budget and scope. The role will comprise a mix of planning, coordination and communication tasks requiring both teamwork and the ability to work independently. This role will include streamlining existing processes for greater efficiencies.

# Duties and Key Result Areas

## Planning

* Contribute to the design, implementation and monitoring of processes that ensure the effective operation of the Advanced Engineering Biology 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

* Strong relationship management and ability to interact with a wide range of stakeholders including support teams, research scientists/postdoctoral fellows, relevant leadership teams across CSIRO and key internal and external stakeholders
* Assign tasks within the FSP and coordinate broader program level activities within the FSP.
* Coordinate internal and external reviews of projects and the FSP, responses to information requests, and reporting.
* Design and coordinate new rounds of research projects and programs by promoting an open call for applications, selection committee review process and advice to successful applicants.
* Plan, coordinate and help facilitate key FSP workshops and meetings, and logistical planning of FSP events.

## Communication

* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the

interests of good business practice, collaboration and enhancement of CSIRO’s reputation.

* Work closely with Corporate Affairs to identify and manage new communications activities including but not limited to internal and external events, newsletter, mailing lists, website development, collaboration platforms and other engagement activities to create greater awareness of RI within and beyond CSIRO.
* 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.

# Selection Criteria

## Essential:

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

1. Relevant tertiary qualifications or equivalent experience in a relevant discipline.
2. Experience in project management, including planning, monitoring and reporting and experience engaging with stakeholders across all levels, including senior leadership.
3. A demonstrated ability to independently manage complex workflows/timelines to meet deadlines.
4. The ability to work effectively in a dynamic team environment.
5. Ability to communicate effectively, both verbally and in writing.
6. 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. An interest in and enthusiasm for engineering biology.

# 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 the reactions of others.
  + **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**

Appointment to this role may be subject to conditions including the 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. Visit [CSIRO Online](http://www.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