# Position Details

## General Management – CSOF7

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| The following information is for applicants | |
| Advertised Job Title | Program Manager – ACDP Vision |
| Job Reference | 92275 |
| Tenure | Specified Term until June 2025, Full-time |
| Salary Range | AU$146k - AU$161k per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Victoria – Melbourne or Geelong preferred |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Executive Manager, Future Industries |
| Client Focus – Internal | 70% |
| Client Focus – External | 30% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Nicole via email at nicole.poole@csiro.au or phone +61 2 9490 5618 |
| 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 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).

### Role Overview

The Program Manager will be responsible for leading the implementation of CSIRO's vision for the Australian Centre for Disease Preparedness (ACDP). This vision includes the modernisation of the facility, including infrastructure, technology, accessibility, and business model. The Program Manager will play a critical role in ensuring that the ACDP is equipped to meet the challenges of disease preparedness in the future.

In this role, you will be working closely with relevant internal stakeholders to implement the ACDP Vision to ensure the successful delivery of this important program. You will also lead the development of strategies for its implementation and adoption. The position plays an integral role in realising CSIRO’s vision for ACDP to provide Australia’s highest level of biocontainment as Australia’s national science agency.

The position requires program management and delivery leadership, was well as exceptional organisation skills, self-motivation skills and attention to detail. The applicant must possess highly developed communication and engagement skills.

**About CSIRO’s Australian Centre for Disease Preparedness**

CSIRO’s Australian Centre for Disease Preparedness (ACDP, formerly known as the Australian Animal Health Laboratory) is a critical part of national infrastructure, providing Australia’s highest level of biocontainment within a purpose-built biosecurity facility in Geelong, Victoria.

As Australia’s national animal health laboratory, ACDP’s work protects Australia’s multi-billion-dollar livestock and aquaculture industries, and the general public, from emerging infectious animal and zoonotic disease threats. Its microbiologically and physically secure facilities allow teams to work safely with animal and zoonotic diseases while keeping them securely contained.

### For further information about ACDP, visit our website at [Australian Centre for Disease Preparedness - CSIRO](https://www.csiro.au/en/about/facilities-collections/acdp)

### Duties and Key Result Areas

* Lead the implementation of the ACDP vision, including the modernization of the facility, technology, infrastructure, accessibility, and business model.
* Work closely with internal stakeholders, including senior management, technical teams, and business units, to ensure that the ACDP is aligned with the overall goals and objectives of CSIRO.
* Manage relationships with internal stakeholders, including research staff, IMT teams, and administrative staff, to ensure that everyone is working towards the same objectives.
* Develop and manage project plans, schedules, and budgets to ensure that the implementation of the ACDP vision is on track and within budget.
* Facilitate effective communication and collaboration between stakeholders, including regular updates on project progress, risks, and challenges.
* Oversee the procurement and implementation of new technologies and infrastructure to support the ACDP's mission.
* Develop and implement strategies to increase the visibility and impact of the ACDP, including outreach efforts, partnerships with external organisations, and marketing initiatives.
* Where relevant, build strong relationships with external partners, including government agencies, research organisations, and industry partners, to ensure that the ACDP's work is relevant and impactful
* 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.
* Ensure that the ACDP operates in accordance with all relevant regulations, standards, and policies.
* Adhere to the spirit and practice of CSIRO’s Values, 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 meet all essential criteria can be appointed.*

1. Significant experience in program management, with a proven track record of delivering complex programs on time and within budget.
2. Strong technical knowledge of the areas relevant to a high-containment bio-secure facility, including infrastructure, technology, and business models.
3. Excellent communication and interpersonal skills, with the ability to build and maintain relationships with internal and external stakeholders at all levels of an organisation.
4. Strong leadership skills, with the ability to influence, motivate and manage teams to achieve results.
5. Ability to work independently and take initiative, with strong problem-solving and decision-making skills.
6. Demonstrated ability to think creatively and strategically, with a focus on continuous improvement and innovation.

## **Desirable**

1. A degree (or equivalent experience) in a relevant field, such as engineering, or project management.
2. Experience with change management, transformational change and/or culture change programs.
3. Experience with or strong working knowledge of facilities with biosafety level 3 and 4, in particular around biosafety, bio-risk, regulations and infrastructure.

## **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 organisational interaction across CSIRO.
* **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 and understanding through 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:** 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

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 Clearance or equivalent. 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 obtain and maintain a security clearance at the Baseline level.
* ACDP - Security Assessment and Microbiological Security Requirements for Personnel Working on the Australian Centre for Disease Preparedness (ACDP) Site.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [Australian Centre for Disease Preparedness](https://www.csiro.au/en/about/facilities-collections/acdp) 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