# Position Details

## Technical Services - CSOF5

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| The following information is for applicants | |
| Advertised Job Title | COVID Response Coordinator |
| Job Reference | 91447 |
| Tenure | Term (31 Dec 2023) |
| Salary Range | AU$104,778-$113,388 per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Hobart |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens Only * Australian/New Zealand Citizens and Australian Permanent Residents * All Candidates |
| Position reports to the | SMP Engagement and Risk Group Leader |
| Client Focus – Internal | 60% |
| Client Focus – External | 40% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Matt Kimber via email at matt.kimber@csiro.au or phone +61 3 6232 5186 |
| 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

Leading our response in the dynamic and complex COVID landscape the COVI Response Coordinator is responsible for effectively coordinating and implementing our COVID management framework. This role will demonstrate exceptional stakeholder engagement and management as they continuously assess the risks and appropriate pathways to navigate the complexities of remote ocean research voyages with the challenges presented by COVID. They will work collaboratively with vessel users, Program staff, ship management contractor and Engineering and Technology Program to support the RS&C team and best practice delivery in this crucial area. They will ensure alignment with the CSRIO organisational approach to COVID management. The role may involve travel and there may be opportunity to go to sea as part of providing support more broadly to the MNF.

### Duties and Key Result Areas

As part of a dynamic and flexible team, under the specific direction of the Facilities Manager and Science Operations Manager or their delegate, the COVID Response Coordinator will:

* **Manage the planning for, and execution of, activities with respect to COVID management for Research Vessel (RV) *Investigator*:**
  + Investigate and determine appropriate processes for interstate voyage activities, including development and implementation of relevant documentation or guidance material.
  + Engage with MNF medical service provider to coordinate interstate COVID testing process and scheduling for upcoming voyages.
  + Investigate the implications and considerations of a COVID vaccine and its use onboard Investigator.
  + Review and update existing COVID management documentation and protocols to ensure they remain relevant and effective.
  + Develop new protocols as situations change.
  + Coordinate the MNF COVID Response Team to revise practices and, where required, effectively respond to changes in the COVID environment. This will include the implementation of, and relevant communications about, changes to processes and documentation.
  + Simultaneously managing multiple, complex tasks.
* Engage with MNF internal and external stakeholders to develop and manage relationships through:
  + Engage with service providers, contractors and stakeholders on a range of situations to ensure the COVID management is clearly understood and accurately communicated.
  + Effectively communicate complex information to various audiences ensuring optimal outcomes.
  + Ability to adapt and respond to uncertainty and ill-defined situations.
  + Ability to work adaptively, positively and collaboratively as a member of the MNF and other teams and seeking advice and direction as required.
  + Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

* Demonstrated experience in the development and implementation of COVID-19 related management framework and practices on a research vessel such as Investigator, including quarantine, screening activities and fit out and response measures.
* Demonstrated experience in developing briefs and options papers for COVID management, providing complex high-level support and advice to senior management and effective client and staff liaison in a fast paced and complex environment.
* Demonstrated superior stakeholder engagement and management skills and the desire to collaborate in a dynamic team environment in a positive and professional manner.
* Demonstrated experience leading a team, preferably in a marine or facility environment and pertaining to delivery of health services.
* Ability to project manage/coordinate to deliver logistical, operational and technical requirements under tight timeframes with competing priorities.
* Evidence of a strong commitment to HSE and continuous improvement and the ability to prepare and apply appropriate documentation and procedures for specific activities.
* Superior communication skills to engage with a wide range of internal and external stakeholders and negotiate operational outcomes; ability to deliver presentations and briefings.
* Demonstrated ability to apply policy and sound judgement when resolving personnel challenges.

## **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 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

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.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [Marine National Facility](https://www.csiro.au/en/Research/Facilities/MNF) 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