# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants |
| Advertised Job Title | Project Officer |
| Job Reference | 96203 |
| Tenure | Specified Term until 30th June 2025Full-time |
| Salary Range | AU$126,313 to AU$148,014 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Hobart, Tasmania |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents  |
| Position reports to the | RVI Major Projects – Executive Manager |
| Client Focus – Internal | 60% |
| Client Focus – External | 40% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Nick Browne via email at nick.browne@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).

**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](https://www.csiro.au/en/about/policies/child-safe-policy).

**Background**

Funded by Government since 1984, the Marine National Facility (MNF) provides a keystone element of the nation’s research infrastructure by providing the only blue-water research capability available for work in Australia’s vast marine estate.

Scientific research undertaken through the MNF is selected through an independent and peer reviewed process for scientific and technical excellence and contribution to Australia’s national benefit. The research provides key information to government, industry and other stakeholders to support evidence-based decision-making focused on research challenges in fisheries management, geological resources, regional and global climate, coastal and offshore developments and marine operations.

### Role Overview

Research Vessel Investigator (RVI) will undertake a mid-life refit in 2024 to extend the service life by a further 15 to 20 years. The project involves planning and implementation of the mid-life refit requirements, covering system improvements, upgrades and new capability critical to vessel operations, scientific capabilities, habitability and environmental footprint. The Project Officer will be responsible for the co-ordination and administration of the scoping, procurement, installation and commissioning activities to ensure the success of the project. It will require extensive consultation with RVI users, the Ship Management Company and CSIRO technical teams.

### The role will involve assisting the EPM (Executive Project Manager) in the planning and implementation of the mid-life refit requirements, covering system improvements, upgrades and new capability critical to vessel operations, scientific capabilities, habitability and environmental footprint.

### Duties and Key Result Areas

* Co-ordinate the completion of complex technical projects and undertake development, implementation or standardisation of procedures and techniques.
* Make innovative contributions to the development of techniques or processes with significant importance on the delivery of the Mid Life Refit Project
* Gain support of influential clients for the goals of the facility, which may involve securing external funds.
* Act as a trusted advisor and demonstrate creativity in determining and anticipating client needs.
* Identify and adapt quickly to changes in the Project needs and remain agile to support the MNF in other ways
* 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 collaboratively as part of a multi-disciplinary team to carry out tasks in support of CSIRO scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. Tertiary qualifications and/or extensive demonstrated experience in Engineering, Ship Management, Project Management or similar disciplines.
2. Demonstrated marine experience, with a sound knowledge of Flag, Class, State and other maritime compliance requirements.
3. Demonstrated experience managing vessel projects
4. Proven ability to co-ordinate and administer complex projects in a dynamic team environment, including the ability to support projects against firm timelines and budgets, and manage competing priorities, to achieve successful and quality outcomes.
5. Proven record of effective stakeholder management, including the ability to motivate and communicate well with staff across a broad range of technical and support areas, both internal and external to CSIRO.
6. Demonstrated history of anticipating and successfully managing complex problems in ambiguous situations.

## **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:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas.
* **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:** 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:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

Special Requirements

Appointment to this role is subject to provision of a pre-employment background check and may be subject to other security/medical/character clearance requirements.

* The successful candidate will undertake a pre-employment background check. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

**•** Ability and willingness to work flexible hours and undertake occasional travel.

* Ability to obtain a Maritime Security Identification Card.

## **About CSIRO**

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