# Position Details

## Administrative Services- CSOF6

|  |  |
| --- | --- |
| The following information is for applicants | |
| Advertised Job Title | ACDP Program Delivery Manager |
| Job Reference | 99341 |
| Tenure | Specified term of 2 years, Full-time |
| Salary Range | AU$131,113 to AU$153,639 (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Geelong or Melbourne (Site presence required at Geelong) |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Executive Manager, Implementation |
| Client Focus – Internal | 60% |
| Client Focus – External | 40% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Emma Moysey via email at [emma.moysey@csiro.au](mailto:emma.moysey@csiro.au) or via phone at 0439069287 |
| 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).

**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).

### Role Overview

CSIRO has a complex property portfolio of owned and leased facilities that comprises 800 buildings spread across more than 48 sites within Australia. These scientific and research facilities are diverse both in location and type. CSIRO Business & Infrastructure Services (CBIS) is chartered with managing the services, maintenance and operation of all CSIRO’s scientific and research facilities. CBIS delivers strategic, estate management and capital and minor works functions through its regional and state property management teams supported by its Implementation team. CBIS’s strategy and operational activities align with CSIRO’s strategic direction and scientific activities.

The ACDP Program Delivery Manager will be appointed on a term basis to manage program and governance aspects of the ACDP Project, and other associated projects at ACDP.

In this role you will manage the planning and delivery of capital works projects including the application of change management principles. In delivering these projects, you will be responsible to the Executive Manager, Implementation and will operate within the project governance structure. You will be directly accountable for ensuring all related projects at ACDP adhere to time, cost and quality requirements and for providing high quality, strategic advice; often in connection with technically challenging issues.

The ACDP Program Delivery Manager will be supported in the planning and delivery of projects by the Capital Program Management Office and the ACDP Project Director. These projects are undertaken in a complex environment, with a focus on whole of life capital and operating costs. The role requires participation in various project activities, including working closely across key stakeholder and contractor groups, in a rapidly changing environment to deliver leading edge project outcomes.

You will have demonstrated ability to establish and maintain relationships with senior and key stakeholders across CSIRO, industry, government and the community. You will have a broad knowledge of government policy and extensive experience in managing and delivering complex infrastructure projects.

To be successful in this position, you will need to keep abreast of relevant issues and developments and draw on CSIRO-internal and external expertise in order to provide timely, accurate, and robust advice within the Project.

This role will be required to undertake domestic travel periodically.

### Duties and Key Result Areas

* Lead the delivery of the capital works program at ACDP, integrating the strategic needs of sound asset management principles and science objectives to deliver a value driven whole of facility life outcome.
* Lead the successful programming and delivery of concurrent project activities with a focus on whole of life, client engagement, consultation and change management.
* Develop and manage end-to-end project delivery ensuring the project delivers on time, on budget, with compliant and fit-for-purpose facilities.
* Establish and manage a project team, if and as required, taking responsibility for effective team performance by utilising strong relationship, collaboration and influencing skills.
* Establish and maintain collaborative and proactive working relationships with the broader CSIRO team and key stakeholders, and develop strategies and implement best practice methods to deliver high quality outcomes.
* Oversee and report on project performance to ensure that solutions provided continue to meet the needs of stakeholders, are cost effective and sustainable, appropriately recognise and address risks, and are aligned with project objectives.
* Anticipate and manage significant risks and issues, often in ambiguous situations, by evaluating and interpreting complex information and developing creative solutions and contingencies.
* Provide leadership, motivation and guidance to team members, establishing a strong team culture based on performance, development and a demonstrated commitment to displaying the highest standards of ethical behaviour and integrity in alignment with the principles of CSIRO Values.
* Develop and maintain networks and engage with government and non-government stakeholders, in order to enhance project outcomes.
* 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, regionally dispersed team to carry out tasks in support of CSIRO’s 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. Relevant tertiary qualifications in project management or a directly related field (such as construction management, architecture, engineering, planning, property management or related areas) or significant relevant experience.
2. Demonstrated experience in programming and delivering complex capital works involving laboratories, biocontainment facilities and/or in an operational environment.
3. Well-developed understanding of project management methodologies, contract management, health and safety legislation, and Commonwealth procurement requirements including how these functions integrate with capital works activities in a Commonwealth environment.
4. Exceptional written and verbal communication skills and proven strong interpersonal abilities to successfully liaise with and influence a diverse range of stakeholders, both internal and external to the organisation.
5. A history of professional and respectful behaviours and attitudes in a collaborative environment.
6. Capable of thinking laterally and strategically, anticipating and managing problems, and applying sound judgement to resolve complex issues with practical and positive solutions

## **Desirable**

1. AIPM or PMI accreditation and Prince 2 or equivalent project management experience.

## **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.
* The successful candidate will be required to obtain and maintain a security clearance at the Negative Vetting Level 1.

## **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