# Position Details

## Technical Services – CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Voyage Delivery Coordinator – Marine National Facility (MNF) |
| Job Reference | 101204 |
| Tenure and work schedule | Specified Term of 2 years  Full-time (**preferred**)  *We will explore options for part-time (min. 0.8 FTE) work arrangements based on needs of the role and individual circumstances.* |
| Salary Range | AU$96,811 – AU$109,527 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) and office arrangements | Hobart, TAS |
| 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 | Team Leader, Voyages |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Susan Carins, Team Leader – Voyages, via email at [susan.carins@csiro.au](mailto:susan.carins@csiro.au) |
| Support and workplace adjustments | We offer a range of reasonable supports and workplace adjustments. Please let us know via email [Piumi.Desilva@csiro.au](mailto:Piumi.Desilva@csiro.au) (Piumi De Silva – Talent Acquisition Partner) if we can help you to equitably participate in our recruitment process or the role itself. |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  We encourage you to reach out if you require any support or experience difficulties when applying – please email [careers.online@csiro.au](mailto:careers.online@csiro.au) |

**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).

### About CSIRO

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

As one of the world’s largest multidisciplinary mission-driven research organisations, we are focused on the issues that matter the most: for our quality of life, for the economy and for our environment. We believe diverse teams are more effective and deliver more innovative outcomes. When we all focus on the big things that really matter, and work in partnership with our communities and [Indigenous Australia](https://www.csiro.au/research/indigenous-science), Australian science and technology can solve seemingly impossible problems and create new value for all Australians. Visit [CSIRO.au](https://www.csiro.au/) for more information.

### Role Overview

The role of Technical Staff in CSIRO is to provide support for scientific research in a diverse range of laboratory and field situations across a range of different research projects. This support consists of the application of accepted technical practices and the development of new practices. The work is usually carried out as a member of a centralised service.

Funded by the Australian Government since 1984, the Marine National Facility (MNF) provides a keystone element of the nation’s research infrastructure, by delivering marine research capability, RV *Investigator,* to Australian researchers and their international collaborators for work in Australia’s vast maritime estate. This research delivers key information to Government, industry and other stakeholders to support evidence-based‑ decision-making‑, and focusses on research challenges in fisheries management, geological resources, regional/global climate, coastal/offshore developments and marine operations. Access is provided through an independent and peer reviewed applications process that focuses on scientific and/or technical excellence, the potential to contribute to Australia’s National Benefit and the ability of the research team.

Owned and operated by CSIRO and overseen by an independent Steering Committee, the MNF is managed as a CSIRO Research Unit. Led by the MNF Facilities Director, the MNF is also responsible for governance committee support and policy development. The team manages a marine industry ship management contract for the crewing and maintenance of the *Investigator*, and within CSIRO, for the provision of technical support and data management for MNF scientific equipment. Major functions include the management of an independent applications for sea time process, ship scheduling and the operational planning, implementation and oversight of MNF multi-disciplinary marine research voyages.

As part of a dynamic and agile team, the Voyage Delivery Coordinator (VDC) will be responsible for coordinating the safe delivery of the research voyage schedule and will work as part of the Operations Team to manage multi‑disciplinary marine research voyages on *Investigator* or other research platforms as required.

The VDC will work collaboratively with the other teams within the MNF and CSIRO as well as other internal and external stakeholders, including vessel users and MNF’s ship management contractor, to deliver safe and effective research voyages. The VDC will be responsible for managing all aspects of the research voyage planning process from onshore.

This is a role that requires a unique skillset, spanning areas of administration, technical delivery and people management. It is well suited to someone who can combine superior interpersonal and collaboration skills with the ability to complete tasks of a cyclical nature applying an eye for detail. It requires the ability to build relationships and communicate effectively across a broad range of stakeholder groups whilst managing expectations and maintaining a dedicated focus on customer service.

The successful candidate will need to be accomplished in negotiating and influencing successful outcomes through effective consultation, communication and issue resolution practices and have comprehensive experience across Microsoft Office 365 and other project coordination tools.

### Duties and Key Result Areas:

* Engage and consult with MNF internal and external stakeholders to develop and manage relationships through:
* Coordinating the provision of advice to stakeholders on vessel and equipment capability, technical support requirements, policies, procedures and standards.
* Coordinating the provision of advice and practical support on technical challenges that arise during the planning and execution of research voyages.
* Having the ability to adapt and respond to ill-defined situations.
* Effectively communicating complex information to various audiences ensuring optimal outcomes.
* In consultation with Subject Matter Experts (SMEs), coordinate the planning and execution of safe and effective research voyages through:
* Provision of expert advice to Principal Investigators in developing voyage plans to ensure clearly articulated, measurable objectives in compliance with CSIRO policies and procedures.
* Simultaneously coordinate multiple, complex projects including:
* Coordinating technical review and input of voyage plans, equipment and support to optimise MNF voyage outcomes.
* Providing routine logistical support for Investigator voyages, including port security and equipment requirements.
* Providing shore‑based direction and issue resolution throughout the voyage for the onboard Management Team (where necessary).
* Liaising with MNF Safety Coordination Team to ensure voyage planning is completed in alignment with the MNF and CSIRO safety management policies and procedures.
* Providing support for RV Investigator voyage participants.
* Provide practical support for research voyages through:
* Consultation with SMEs.
* Continual improvement and development of voyage documentation.
* Ensuring relevant processes are implemented.
* Management of a range of resources to deliver voyage objectives.
* Ensuring compliance with organisational and Commonwealth requirements (i.e. code of conduct, procurement, permits, duty of care, diversity and inclusion).
* Support MNF management by:
* Working adaptively, positively and collaboratively as a member of the MNF and other teams and consulting widely.
* Participating in development and training activities of the MNF, including identifying and meeting personal development needs.
* Adhering 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.
* Undertaking other duties as directed/required.

## **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:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
* **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:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **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.

## **Selection Criteria**

#### Essential

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

* Demonstrated ability to collaborate in a dynamic team environment in a positive and professional manner.
* Ability to project manage 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, including the ability to deliver presentations and briefings.
* Excellent oral and written communication skills, interpersonal skills and conflict resolution skills, with demonstrated ability to apply policy and sound judgement when resolving personnel challenges.
* Demonstrated ability to operate as a leader in a complex, dynamic and time critical work environment.

## **Desirable**

* Experience and knowledge of the conduct of marine research and working on marine research vessels.

## **Not sure if you meet all the criteria?**

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don’t let the list discourage you. If you are unsure about applying, please reach out to the contact on page 1 of this document so we can discuss the role further.

## **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:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
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## **Setting you up for success**

We understand that not everyone works in the same way and sometimes people may require reasonable support and adjustments to perform at their best. Whether related to the recruitment process and or the role itself, this may include options such as providing different methods of communication, flexible hours or physical adjustments to work methods. If you feel comfortable, we encourage you to share any support and adjustments you may need to carry out the inherent requirements of the role. Please let us know via email [Piumi.Desilva@csiro.au](mailto:Piumi.Desilva@csiro.au) (Piumi De Silva – Talent Acquisition Partner) if we can help you to equitably participate in our recruitment process or the role itself.

## **Life at CSIRO and flexible working arrangements**

We [work flexibly at CSIRO](https://www.csiro.au/en/careers/life-at-csiro/Flexible-work), offering a range of options for how, when and where you work.  We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, [benefits](https://www.csiro.au/en/careers/life-at-csiro/Benefits) and [career development](https://www.csiro.au/en/careers/life-at-csiro/Career-development) opportunities. To learn more, visit [Careers at CSIRO](https://www.csiro.au/en/careers).

We celebrate the uniqueness of our workforce and are committed to creating [diverse and inclusive teams](https://www.csiro.au/en/careers/life-at-csiro/Diversity-inclusion-belonging) where everyone feels they belong. CSIRO is an equal employment opportunity organisation dedicated to recruiting people based on merit, and reflecting the diversity of the community we serve. We recognise true diversity encompasses all ages, nationalities, abilities, cultures, genders, sexualities, faiths, levels of education, diversity of thought and many more aspects of identity. By empowering diverse teams, our community is reflected in the solutions we create.

## **CSIRO values**

CSIRO is a values-based organisation committed to values-based leadership.

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| **Value** | **Descriptor** | **Behaviour** |
| **People first** | Our priority is the safety and wellbeing of our people. We believe in, and respect, the power of diverse perspectives. We seek out and learn from our differences. | * Respectful * Caring * Inclusive |
| **Further together** | We achieve more together than we ever could alone. We listen and collaborate, in teams, across disciplines, across boundaries. We embrace ambiguity and use discussion and persistence to generate unique solutions to complex problems. | * Accountable * Authentic * Courageous |
| **Making it real** | We do science with real impact. We thrive when taking on the big challenges facing the world. We take educated risks and defy convention. We celebrate successes and failures and leverage them to learn as we strive to be the force for positive change. | * Partnering * Cooperative * Humble |
| **Trusted** | We’re driven by purpose but remain objective. We fight misinformation with facts. We earn trust everywhere through everything we do. We trust each other and we hold each other accountable. Together our actions drive Australia’s trust in CSIRO. | * Curious * Adaptive * Entrepreneurial |

## **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).

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 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.
* The successful candidate may be required to obtain an MNF remote voyage medical (post-commencement).
* The successful candidate may need to gain a Maritime Security Identification Card (MSIC). (post-commencement)