**Grounds and Services Team Leader**

**CSIRO CANBERRA DEEP SPACE COMMUNICATION COMPLEX**

421 Discovery Drive, Tidbinbilla ACT 2620

PO Box 1035, Tuggeranong ACT 2901 Australia

**csiro.au** | ABN 41 687 119 230

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| The following information is for applicants | |
| Advertised Job Title | Grounds and Services Team Leader, CDSCC |
| Job Reference | 101396 |
| Tenure | Indefinite; Full-time |
| Classification | SCT 4.1 – 5.2 |
| Salary Range | AU$122,096.00 to AU$154,465.00 pa; Tracking Station allowance of $133.81 per week, plus 15.4% superannuation |
| Location(s) | Canberra Deep Space Communication Complex (CDSCC) Tidbinbilla, ACT |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens and Australian Permanent Residents currently residing in Australia |
| Position reports to the | Facilities Manager, CDSCC |
| Client Focus – Internal | 95% |
| Client Focus – External | 5% |
| Number of Direct Reports | 5 |
| Enquire about this job | Markus Martius via email at [Markus.Martius@csiro.au](mailto:Markus.Martius@csiro.au) phone +61 2 6201 7897 |
| 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. |

## About CDSCC:

Under an Agreement between the Australian and United States Governments, the Commonwealth Scientific Industrial Research Organisation (CSIRO) has management responsibility for the activities of the National Aeronautics and Space Administration (NASA) in Australia. The principal activity is the operation of the Canberra Deep Space Communication Complex (CDSCC) located at Tidbinbilla, some 40 km from Canberra. CDSCC supports ground-based telecommunications as part of the international NASA Deep Space Network (DSN), under contractual arrangements between NASA and CSIRO. CDSCC is one of three similar complexes that together with the Network Operations Control Centre at the Jet Propulsion Laboratory (JPL) – based in the US - constitute NASA’s global DSN. JPL manages and operates the DSN for NASA. Visit [CDSCC Online](https://www.cdscc.nasa.gov/) for more information.

### Role Overview

The Grounds and Services Team Leader is responsible for leading a team in the provision of routine maintenance, modifications, fault identification and repairs in the areas of building maintenance, grounds and landscaping, fire systems, fuel storage/provision, sewerage/water treatment and reticulation systems and fleet maintenance. The facilities team also undertakes minor projects, installation work and manages and supervises a range of contractor labour on-site to meet the JPL/NASA contractual requirements. The team is also responsible for updating, maintaining and configuration management of all drafting/drawings of all associated systems.

### Duties and Key Result Areas:

* Lead a diverse team to deliver on facilities systems and infrastructure to the site and take responsibility for the performance management and career development of the team
* Plan and lead themaintenance and operations of site facilities including water and sewerage systems, landscaping and gardening, minor building works, fuel systems, fleet vehicles and some site plant
* Ensure contractors that are onsite to support projects, installations and other grounds and facilities activities are supervised, meet relevant requirements e.g. security, EAR, licences and work in accordance with all safety standards and procedures
* Manage maintenance contracts for various equipment and plant across site
* Participate in Facilities Inspections as part of DSN programme and provide reports as required
* Respond to faults, complaints, audits, investigations and incident reports and liaise with internal and external customers and staff, including CSIRO and Jet Propulsion Laboratory (JPL) personnel
* Provide support for Facilities projects and configuration management
* Provide specialist advice on relevant technical matters across the DSN programme for consultants and contractors to ensure site suitability and system compatibility for integration, upgrades, maintenance and new equipment and technologies
* Participate in maintenance and facilities design and downtime readiness reviews and acceptance testing to ensure technical standards and documentation is developed and adhered to in support of engineering changes across the DSN
* Lead the use of Reliability Centre Maintenance (RCM) and Computerised Maintenance and Management System (CMMS) based tools to maintain and improve where possible maintenance efficiencies and reliability of systems
* Ensure mandatory training for team members is completed/renewed as required
* Support the CDSCC Leadership Team to deliver on all facets of the NASA/JPL contract
* Coordinate internal and external reviews and collect data to report on progress against contract deliverables, strategy and outcomes
* Create and update safety documentation such as Safe Work Instructions (SWI), Safe Operating Instructions (SOI) and Safe Work Method Statements (SWMS) to ensure all safety standards and procedures are adhered to and to provide a safe work environment for site personnel
* Create a culture of continuous improvement that streamlines and/or automates current practices and reduced waste
* Strive for “Zero Harm” (physical and psychological) by supporting of Research Unit HSE initiatives;
* 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

## 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.

## Selection Criteria

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

***Essential Criteria:***

1. Demonstrated experience in customer contract management for facilities and maintenance management.
2. Demonstrated experience in developing and leading a diverse facilities, operations and/or maintenance management team.
3. Demonstrated ability to collaborate widely, both internally and externally, and provide guidance to managers and staff.
4. Working knowledge of relevant safety regulations and proven experience in fostering a proactive behavioural safety culture.
5. ACT Drivers Licence.
6. Proficiency and confidence with Microsoft Office products.

**Desirable Criteria:**

1. Relevant trade/tertiary qualifications in facilities, operations and/or maintenance management.
2. Project Management qualifications and/or experience in managing projects
3. Experience in AUTOCAD and/or Microsoft Project
4. Ability to undertake Working at Heights and Confined Spaces Training
5. Working knowledge of Maximo and/or SAP business management systems

Special Requirements

Appointment to this role may be subject to conditions including;

* Evidence of a recent 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.
* As this site works directly with NASA and JPL, the successful applicant will be required to obtain an Export Administration Regulations (EAR) clearance/approval.

## About CSIRO:

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [Space and Astronomy](https://www.csiro.au/en/Research/Astronomy) 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:

1. People First
2. Further Together
3. Making it Real
4. Trusted