Position Details

Space Communication – Professional (SCP) 3.3-4.4

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| The following information is for applicants |
| Advertised Job Title | Project Manager – Canberra Deep Space Communication Complex  |
| Job Reference | 99503 |
| Tenure | Indefinite – Full-time (Part-time will be considered for the right candidate) |
| Salary Range | AU$113,529 – $135,931 + 15.4% superannuation. Tracking Station Allowance $123.95/week. (Pro-rata salary for part-time) |
| Location(s) | Tidbinbilla (Canberra) ACT |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens and Permanent Residents who are able to meet the US Export Administration Regulation requirements (eligibility to be determined)  |
| Position reports to the | Facility Manager |
| Client Focus – Internal | 30% |
| Client Focus – External | 70% |
| Number of Direct Reports | 0 |
| Enquire about this job | Debbie McGufficke via email: DMcGufficke@cdscc.nasa.gov  |
| 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).

**Role Overview**

The Canberra Deep Space Communication Complex (CDSCC) supports ground-based spacecraft telecommunications as part of the international National Aeronautic Space Administration (NASA) Deep Space Network (DSN), under contractual arrangements between the NASA and Commonwealth Scientific Industrial Research Organisation (CSIRO).

As a Project Manager working at CDSCC, you will work in parallel with our other Project Manager and be responsible for management of existing and new CDSCC projects and major maintenance activities that support the operational and strategic requirements of the site and DSN. You will be involved with all areas of site (CDSCC), the broader CSIRO, NASA and JPL teams to ensure the delivery of projects and activities that support ongoing operations.

Placed within, the Facilities and Maintenance Services division of CDSCC, collectively the team are responsible for managing and supporting all areas of operations onsite at CDSCC, through the provision of high-quality facilities and maintenance services.

**Key relationships:**

Internal: CDSCC team members, including the Management team and team leaders, and CDSCC Director.

External: NASA, JPL, collaborative partner organisations, contractors and subcontractors.

## **Duties and Key Result Areas:**

* Direct, plan and manage projects from inception to completion that relate to operations at CDSCC.
* Work and liaise with colleagues across CDSCC and CSIRO as well as international partners to ensure delivery of projects.
* Communicate regularly with site management and partners on progress of projects and report any delays or complications
* Comply with all project management requirements related to practice, procedure and policy.
* Manage and liaise with subcontractors and contractors required to deliver projects.
* Ensure ongoing and appropriate communication between all parties working on projects and provide conduit between CDSCC and all involved partners.
* Implement a methodology and systems to ensure efficiency in areas such as project planning, scheduling, budgeting and execution.
* Collaborate with stakeholders to define project objectives, scope, deliverables, dependencies and timelines.
* Participate in safety and risk analysis and manufacturing reviews.
* Participate in post project reviews.
* Allocate, monitor and control financial resources.
* Administer contracts, variations and closures.
* Be flexible and agile to contribute to multiple teams, managing multiple priorities, and supporting various business and site needs.
* Be responsible for managing all aspects of a project to ensure timely completion and delivery against stated objectives.
* Using disciplined expertise, develop and review policies, procedures, systems and make recommendations to guide management decisions.
* 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.
* Ability to deliver projects on time, on specification and within budget.
* Other duties as directed.

## **Selection Criteria**

**Essential:**

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

1. A Tertiary qualification in a related discipline (such as Project Management) or equivalent experience, with relevant experience demonstrated within large or complex organisations.
2. Demonstrable experience in delivering expert advice, training and support.
3. Demonstrated ability to lead and manage projects, including independently planning, scheduling, budget managing, implementing and completing the required project activities and objectives to stakeholder expectations.
4. Demonstrated ability to work both independently and co-operatively as a member of a project team and to form and maintain effective and respectful relationships with a range of colleagues and collaborators.
5. Demonstrable high level interpersonal and communication skills to foster knowledge transfer, open communication, coaching and collaboration with colleagues and stakeholders.

**Desirable:**

1. Previous experience working with Trades and Technical positions in a similar maintenance and operations environment.
2. Tertiary qualifications in Electrical Engineering.

**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.

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:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).

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

* The successful candidate will be required to obtain and provide evidence of a National Police Clearance or equivalent. Please note that individuals 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, to perform the inherent requirements of the position.

**About CSIRO:**

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