

Position Details

Administrative Services – CSOF5

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
Advertised Job Title	Engineering Operations Project Officer – SKA-Low Telescope
Job Reference	102955
Tenure	Indefinite Full-time, Part-time or Job-share
Salary Range	CSOF5 - AU\$118,102 to AU\$127,808 per annum, plus 15.4% superannuation
Location(s)	Geraldton, Western Australia
Relocation Assistance	Will be provided to the successful candidate if required
Applications are open to	Australian/New Zealand Citizens and Australian Permanent Residents
Client Focus – Internal	0%
Client Focus – External	100%
Position reports to the	This position will report to the SKA-Low Head of Engineering Operations
Number of Direct Reports	0
Enquire about this job	To enquire about this job please reach out to the SKA-Low Head of Engineering Operations, Callum Jones, on callum.jones@csiro.au for more information.
Support and workplace adjustments	We offer a range of reasonable supports and workplace adjustments. Please let us know via email to Piumi.Desilva@csiro.au 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 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](#).

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](#), Australian science and technology can solve seemingly impossible problems and create new value for all Australians. Visit [CSIRO.au](#) for more information.

Background

The SKA Observatory (SKAO) is a global, next-generation radio astronomy facility that will revolutionise our understanding of the Universe.

The SKAO's two telescopes – SKA-Low in Western Australia and SKA-Mid in South Africa, will deliver more than half a century of transformational science for the international community. The SKA telescopes promise to have a major impact on society, in science and beyond, including developing new technologies that will deliver significant benefits to our everyday lives in years to come. By constructing and operating these advanced telescopes, the SKA Observatory will become the world leader in radio astronomy, providing unparalleled research capabilities for decades.

The SKAO is an intergovernmental organisation of 16 member and participating countries, with global headquarters in the UK. In Australia, the SKAO is partnering with CSIRO, Australia's national science agency, to construct and operate the SKA-Low telescope.

SKA-Low teams work across three sites:

- Inyarrimanha Ilgari Bundara, the CSIRO Murchison Radio-astronomy Observatory on Wajarri Yamaji Country.
- Our Engineering Operations Centre on Nhanhangardi, Naaguja, Wilynyu and Amangu Country in Geraldton.
- Our Science Operations Centre on Whadjuk Noongar Country in Perth.

Further Reading: [Explore CSIRO and the SKA-Low Telescope project](#)

Role Overview

The SKA Observatory will be the world's largest and most advanced scientific facility, comprising two groundbreaking telescopes that will transform global scientific research. The performance and reliability of these instruments are critical to the success of the project. In Australia, the SKA-Low Engineering Operations team is at the forefront of deploying and operating the telescope, playing a central role in realising this vision.

The Engineering Operations Project Officer will report to the Head of Engineering Operations, and support and lead the coordination of key operational readiness, contract governance, and information management activities across a high-performing multidisciplinary team of engineers, technicians, and logistics specialists responsible for the ongoing operation, maintenance, and enhancement of the SKA-Low telescope. The role will provide strategic and operational support, ensuring that Engineering Operations processes, systems, and service arrangements are effectively established, integrated, and continuously improved, as the team transitions into a fully operational capability.

A key focus of the role is supporting the transition from construction to operations for the Central Power Station, Central Processing Facility, Remote Processing Facility, and the SKA-Low signal chain.

This transition requires the establishment of coordinated outsourced service arrangements across a broad range of technical domains. With construction contractors scheduled to withdraw in 2026, the Operations team must be ready to assume responsibility for numerous specialised support contracts currently managed under construction-focused commercial structures and processes.

During this transition, the Engineering Operations Project Officer will lead early engagement with outgoing construction contractors, support the structured transfer of contract and operational knowledge, and ensure that all critical operational service arrangements are fully mobilised ahead of the construction teams' exit.

This role requires regular domestic travel to the SKA-Low telescope site at Inyarrimanha Ilgari Bundara, the CSIRO Murchison Radio-astronomy Observatory on Wajarri Yamaji Country, and occasional travel to the Science Operations Centre in Perth on Whadjuk Noongar Country. There may also be opportunities for occasional international travel, including to the UK or South Africa.

CSIRO and the SKA Observatory value and respect difference, and we are committed to building an inclusive culture by creating an environment where you can balance a successful career with your commitments and interests outside of work. We believe that you will do your best at work if you have a work/life balance. We are open to discussing flexible working opportunities with this role being offered on a full-time, part-time or job share basis. Please raise your preference in your application.

Duties and Key Result Areas

The Engineering Operations Project Officer role is focused on operational readiness, contract administration, project and governance support, and engineering operations enablement, rather than routine facilities coordination or day-to-day facilities service delivery. This role supports Engineering Operations by providing administrative, coordination, and information management capability, ensuring that operational contracts, documentation, and processes are established, maintained, and accessible. Specifically, the role will:

- Lead and coordinate Engineering Operations activities in the establishment, administration, and ongoing management of operational service contracts, including tracking contract terms, service periods, renewal dates, and key deliverables across SKA-Low facilities.
- Assist with the transition from construction-phase support arrangements to operational service contracts for the SKA-Low Central Power Station, Central Processing Facility, Remote Processing Facility, and associated signal chain systems.
- Provide project and administrative support to Engineering Operations initiatives, including action tracking, schedule coordination, meeting organisation, and follow-up of agreed actions.
- Take ownership, maintain, and continuously improve Engineering Operations registers, reports and governance tracking frameworks, including service contract registers; supplier and contractor contact lists; transition and operational readiness trackers; risk, issue, and decision registers; etc.
- Develop, enhance, and oversee the ongoing effectiveness of Engineering Operations knowledge management systems (e.g. Confluence), ensuring information is current, well structured, and accessible, including procedures, contract summaries, and operational reference material.

- Assist with procurement support activities, including preparation of documentation, coordination with Commercial and Finance teams, tracking procurement actions, and supporting contract variations or extensions.
- Act as a key coordination and governance lead across Engineering Operations, Commercial, Finance, Site Operations, and technical teams, ensuring alignment of contractual and governance activities with operational requirements.
- Support the mobilisation and ongoing administration of outsourced service providers, including induction coordination, documentation collection, and tracking onboarding and offboarding activities (excluding direct supervision of service delivery).
- Partner with Engineering Operations leadership to develop insights, reporting, and recommendations, including briefing materials, reports, dashboards, and presentation content related to service contracts, operational readiness, and project status.
- Provide continuity and coordination support during staff absences by monitoring outstanding actions, administrative commitments, and agreed deliverables, and escalating issues as required.
- Drive the development and continuous improvement of engineering operations processes, templates, and reporting standards as the function matures.
- Prepare material for internal reviews, audits, and readiness assessments, including summary documentation and supporting visuals.
- Identify opportunities to improve operational and contract governance processes and recommend enhancements to Engineering Operations leadership.
- Provide proactive advice and insights to support decision-making relating to operational readiness, service delivery frameworks, and contract management approaches.
- Contribute to shaping and standardising governance frameworks across Engineering Operations to ensure consistency, compliance, and scalability.
- Adhere to the spirit and practice of CSIRO's and SKAO's Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.
- 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.
- Other reasonable duties as directed.

Selection Criteria

Essential

Under CSIRO policy only those who are able to demonstrate how they can meet the essential criteria may be appointed.

1. Demonstrated experience providing high-level project and administrative support to senior managers or leadership teams in a complex operational, engineering, or project-based environment.
2. Demonstrated experience supporting the administration and coordination of service contracts, suppliers, or contractors, including involvement in transition, mobilisation, scheduling, or contract lifecycle support activities (rather than day-to-day service delivery).
3. Demonstrated ability to apply project management principles to plan, coordinate, track, and report work across multiple stakeholders, priorities, and workstreams.

4. High-level proficiency in Microsoft Office applications (including Word, Excel, PowerPoint, Outlook, and Project) and demonstrated experience using enterprise systems such as SAP or equivalent systems for procurement, contract, or administrative purposes.
5. Well-developed organisational and information management skills, with the ability to manage competing priorities, maintain accurate records, track actions and milestones, and support structured governance and reporting processes.
6. Strong written and verbal communication skills, with demonstrated ability to prepare clear documentation, briefings, and reports, and to work effectively within multidisciplinary technical teams and liaise with internal and external stakeholders.
7. Demonstrated experience maintaining structured documentation and collaboration platforms, such as Confluence or equivalent systems, to support operational knowledge management and consistency.

Desirable

1. Experience working in an infrastructure, engineering, or large-scale technical environment.
2. Experience supporting the transition from construction or project delivery into operational or business-as-usual activities.
3. Formal training or qualification in project management, contract management, or a related discipline.
4. Demonstrated ability to identify process improvements, influence stakeholders, and contribute to implementing changes in complex operational or project environments.
5. Experience providing advice or recommendations to support decision-making within project, operational, or contract management contexts.

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:** 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.

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 (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](#), 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](#) and [career development](#) opportunities. To learn more, visit [Careers at CSIRO](#).

We celebrate the uniqueness of our workforce and are committed to creating [diverse and inclusive teams](#) 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

Visit [CSIRO Online](#) and [Space and Astronomy](#) and [SKAO online](#) and [SKAO Location](#) for more information. In your application and at interview you will need to demonstrate behaviours aligned to our values of:

CSIRO	SKA Observatory
<ul style="list-style-type: none"> • People First • Further Together • Making it Real • Trusted 	<ul style="list-style-type: none"> • Diversity and Inclusion • Excellence • Collaboration • Creativity and Innovation • Sustainability and Safety

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](#).

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.
- Due to the specific duties and/or conditions associated with this role, the successful candidate will be required to undertake a **pre-employment medical examination** prior to commencement. A medical condition or physical disability will not impact eligibility unless it poses a health and safety risk or impacts the ability to perform the essential requirements of the role.