# MNF Science Facilities Coordinator – Position Description

|  |  |
| --- | --- |
| Advertised Job Title**:** | MNF Science Technology Coordinator |
| Reference Number**:** | 58902 |
| Classification**:** | CSOF5 |
| Salary Range: | AU $97,276 to $105,269, plus up to 15.4% superannuation |
| Location**:** | Hobart, TAS |
| Tenure: | Indefinite |
| Relocation assistance**:** | Will be provided if required. |
| Applications are open to: | Australian Citizens Only  Australian/New Zealand citizens and permanent residents   * All Candidates |
| Functional Area**:** | Technical Services |
| % Client Focus - Internal: | 75% |
| % Client Focus - External: | 25% |
| Reports to the: | MNF Facilities Manager |
| Number of Direct Reports: | 1 |

|  |
| --- |
| **Role Overview:** |
| **About the Marine National Facility**  Funded by the Australian Government, owned and operated by CSIRO under direction of an independent Steering Committee, the Marine National Facility provides a blue-water research capability to the Australian scientific community and their international collaborators.  The Marine National Facility has been a key element of Australia's national research infrastructure since 1984.  The Marine National Facility is based at CSIRO’s Marine Laboratories in Hobart, Tasmania, which is also home port for the research vessel *Investigator*. Since 2000, 348 applications totalling over 8,000 days at sea have been applied for throughout all corners of Australia’s vast marine estate. The research outcomes obtained from these voyages provides critical information to directly support government, industry and other stakeholders in making evidence based decisions to ensure the long-term viability and prosperity of Australian marine industries.  The MNF is managed by the Hobart based Ship Management Group. Led by the MNF Facilities Program Director, the Ship Management Group is responsible for overseeing the delivery of safe, successful and efficient marine research. Under a Memorandum of Understanding, the Engineering and Technology Program of the CSIRO Oceans and Atmosphere provides MNF with scientific technical staff and services to support the deployment at sea and ongoing maintenance of the suite of scientific equipment and instruments on board RV Investigator.  **Research vessel**  The 94m research vessel, *Investigator*, is available for multidisciplinary research in the oceans and seas around Australia.  *Investigator* was commissioned in 2014-15 to replace the 66m *Southern Surveyor*. *Investigator* has a greater range and can carry more scientific personnel than Southern Surveyor, enabling research to be carried out to the Antarctic ice-edge.  For further information about the Marine National Facility, visit our website at <http://www.mnf.csiro.au/>  **The Role**  CSIRO’s Marine National Facility (MNF) seeks to appoint an experienced and motivated Science Technology Coordinator to manage the MNF’s broad suite of scientific equipment and capability and be the primary liaison with the six Engineering and Technology Program teams. The Science Technology Coordinator will work positively and collaboratively across multiple internal and external stakeholders, contributing to the planning and delivery of scientific missions by ensuring the effective and efficient deployment of scientific equipment and the required technical support. The role will also oversee the development and implementation of a long-term strategic science capability plan for MNF with input from internal stakeholders, the established governance committees and the broader scientific community. The role will involve some travel and there may be opportunity to go to sea as part of providing support more broadly in the MNF. |

| **Duties and Key Result Areas:** |
| --- |
| **As part of a dynamic and flexible team, under specific direction the MNF Facilities Manager, the Science Technology Coordinator will:**   * Work closely with the Engineering and Technology Program Teams to:   + manage the fixed and modular MNF scientific equipment, applying high level logistical and asset management principles.   + act as a Liaison Officer between the MNF and technical staff.   + develop and coordinate implementation of management plans for the MNF laboratories (ship-based and containerised) to maintain science readiness   + Oversee the transition to an online science equipment inventory management system as part of the MNF Business Improvement Project   + Assist with the development of operating procedures for MNF equipment and facilities * Work closely with the Ship Management Coordinator to scope and seek approval for ship modifications in response to identified scientific capability needs * Advise and assist the Science Operations Team with the planning and execution of safe and effective research voyages to:   + ensure all equipment requirements are met for voyages   + coordinate the storage, preparation and movement of MNF science equipment and facilities for voyages in ports around Australia and internationally * Develop and implement annual capability procurement plans with input from relevant internal and external stakeholders and in line with relevant CSIRO and Commonwealth policies and guidelines. * Prepare papers and briefings and provide secretariat support for internal and external committees relating to MNF science capability * Manage staff and budget resources for the Science Technology team as required. * Working flexibly, positively and co-operatively as a member of the MNF Ship Management Group and other teams, using shared resources and seeking advice as required. * Participating in the development and training activities of the MNF Ship Management Group, including identifying and meeting personal development needs.   **General:**   * Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation. * Adapt and/or develop original techniques/procedures/equipment/ concepts/ideas in support of existing and further research. * Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals. * Other duties as directed. |

|  |
| --- |
| **Selection Criteria:** |
| *Under CSIRO policy only those who meet pre-requisite and all selection criteria can be appointed*  ***Pre-Requisites:***   1. Relevant tertiary qualifications and/or extensive demonstrated experience in the science, engineering and technology sector. 2. A willingness to travel in order to provide operational support in domestic or foreign ports. 3. The ability to obtain a Maritime Security Identification Card.   Demonstrated skills and experience in:   1. Managing research assets and facilities and coordination of complex logistics to prioritise multiple tasks and deadlines. 2. Developing and maintaining constructive relationships with stakeholders, customers and work teams, and proactively collaborating, consulting, and sharing resources with colleagues within your team to accomplish objectives. 3. Experience in risk assessment and health and safety principles. 4. Managing complex projects in a dynamic team environment, meeting tight timeframes and managing competing priorities. 5. Communicating with influence and clarity on technical and specialist matters related to research assets. 6. Contract management practices and procurement of assets, including the development of requirements for approaches to market and evaluation of responses.   Desirable attributes:   1. Experience in the use and application of assets management systems. 2. Current Australian drivers licence   **CSIRO is a values based organisation. You will need to demonstrate behaviours aligned to our values of:**   1. Integrity of Excellent Science 2. Trust & Respect 3. Creative Spirit 4. Delivering on Commitments 5. Health, Safety & Sustainability |

|  |
| --- |
| **Other Information:** |
| **How to Apply**  Internal (CSIRO) candidates should apply for this position via the “Recruitment” tab in **SAP** (choose “Jobs Central” and enter Requisition Number 32981). Your application should comprise **one document** which incorporates the latest version of your CV plus a covering letter outlining your motivations for applying and your suitability for the role (uploaded under “Resume/Cover Letter”).  At any stage during the recruitment process, you may be asked to provide additional information (online) relevant to the selection criteria. If so, then responding will enhance your application so please take the time to provide relevant succinct answers. Applicants who do not provide the information when requested may not be considered.  If you experience difficulties applying online call 1300 984 220 and someone will be able to assist you. Outside business hours please email: [careers.online@csiro.au](mailto:careers.online@csiro.au).  **Referees**  If you do not already have the names and contact details of two previous supervisors or academic/ professional referees included in your resume/CV please add these before uploading your CV.  **Contact**  If after reading the selection documentation you require further information please contact:  Ben Rae, Manager Governance, Policy & Outreach, via email: [ben.rae@csiro.au](mailto:ben.rae@csiro.au) or phone: 03 6232 5205.  Please do not email your application directly to Ben Rae. Applications received via this method will not be considered.  **About CSIRO**  Australia is founding its future on science and innovation. Its national science agency, CSIRO is a powerhouse of ideas, technologies and skills for building prosperity, growth, health and sustainability. It serves governments, industries, business and communities across the nation. Find out more! www.csiro.au.  **CSIRO Marine National Facility**  The Marine National Facility operates Australia’s only blue-water research vessel dedicated to marine research throughout Australia’s vast ocean territories.  Find out more! <http://www.mnf.csiro.au/> |