# Ship Management Coordinator – Position Description

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| Advertised Job Title**:** | MNF Ship Management Coordinator |
| Reference Number**:** | 58905 |
| 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: | 50% |
| % Client Focus - External: | 50% |
| Reports to the: | MNF Facilities Manager |
| Number of Direct Reports: | 1 |

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| **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 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 vast marine estate. This research 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 Marine National Facility has been a key element of Australia's national research infrastructure since 1984.  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. Ship management services, including crewing, ongoing maintenance, compliance with domestic and international maritime regulations, and management of port periods and dry docks, are provided by an external supplier under contract.  The MNF comprises of three teams: Science Operations; Facilities; and Governance, Policy and Outreach. The advertised position is in the Facilities Team.  **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 Ship Management Coordinator to liaise on a day-to-day basis with the ship management Contractor and crew to ensure the vessel is operated and maintained to international and Australian maritime and CSIRO standards, such as monitoring the timely issuing of statutory and class documentation, the on board planned maintenance and storekeeping programs and general compliance and operations. The Ship Management Coordinator will work positively and collaboratively across multiple internal and external stakeholder groups; contributing to the development and implementation of a robust ship management framework that supports the delivery of safe, effective and efficient research voyages. 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:** |
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| **As part of a dynamic and flexible team, under limited direction from the MNF Facilities Manager, the Ship Management Coordinator will:**   * Liaise on a day-to-day basis with the ship management Contractor and crew to:   + ensure that the MNF research vessel is operated and maintained to International standards, including overseeing compliance with statutory obligations and class requirements.   + Monitor vessel planned maintenance and storekeeping programs and general compliance   + Monitor monthly accounts to ensure value for money and to effectively and quickly resolve issues and variations.   + Oversee the timely development of port period and dry-dock plans ensuring all parties' input and agreement.   + Ensure risks are minimised for the various requirements of operations in ports around Australia. * Advise and assist the Science Operations Team with the planning and execution of safe and effective research voyages including:   + The development of research voyage schedules that take into account ship management contract requirements and facilitate the efficient utilisation of the vessel.   + The effective coordination and communication across all parties—science, operational support, technical support and ship management—in relation to the planning and management of scientific missions * Work with the MNF Safety Coordinator to ensure an integrated approach to incident analysis as required, ensuring effective and timely management and close out of safety-related incidents. * Work closely with the Science Technology Coordinator with regard ship modifications in response to identified scientific capability needs * Support the Facilities Manager and the Facilities Program Director with prompt and quality advice about ship-related matters. * Represent MNF on relevant working groups and committees at the CSIRO Hobart Laboratories in relation to wharf operations and storage, as required. * Work 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. * Participate in the development and training activities of the MNF Ship Management Group, including identifying and meeting own and staff 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. |

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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet pre-requisite and all selection criteria can be appointed*  ***Pre-Requisites:***   1. Tertiary qualifications and/or extensive demonstrated experience, in land-based ship management operations, practices and standards. 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.   ***Selection Criteria:***  Demonstrated skills and experience in:   1. Coordinating the provision of logistical, operational and technical requirements associated with maritime operations, based on a sound understanding of Australian standards and regulations that apply to the maritime industry. 2. Experience in risk assessment and health and safety principles. 3. Engagement with internal and external stakeholders to negotiate operational outcomes. 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 maritime operations. 6. Contract management practices and an understanding of procurement and financial procedures.   Desirable attributes:   1. Experience and knowledge of the conduct of blue water marine research. 2. Current Australian drivers licence   **CSIRO is a values based organisation. You will need to demonstrate behaviours aligned to our values of:**   * Integrity of Excellent Science * Trust & Respect * Creative Spirit * Delivering on Commitments * Health, Safety & Sustainability |

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| **Other Information:** |
| **How to Apply**  Please apply for this position online at [www.csiro.au/careers](http://www.csiro.au/careers). 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:  Barbara Mussovia email: Barbara.musso@csiro.au or phone: +61 3 6232 5379  Please do not email your application directly to Barbara Musso. Applications received via this method will not be considered.  **About CSIRO**  Australia is founding its future on science and innovation. Its national science agency, the Commonwealth Scientific and Industrial Research Organisation (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](http://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/> |