# MNF Operations Officer - HSE CSOF4

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| Advertised Job Title**:** | MNF Operations Officer-HSE |
| Reference Number**:** | 48822 |
| Classification**:** | CSOF4 |
| Salary Range: | AU$80K to $91K plus up to 15.4% superannuation |
| Location**:** | Hobart, TAS |
| Tenure: | Indefinite  |
| Hours: | The position is full time however part time hours will be considered |
| Relocation assistance**:** | Relocation expenses within Australia will be provided to the successful candidate if required. |
| Applications are open to: | Australian/New Zealand citizens and Australian permanent residents |
| Functional Area**:** | Technical Services |
| % Client Focus - Internal: | 50% |
| % Client Focus - External: | 50% |
| Reports to the: | MNF Science Operations Manager |
| Number of Direct Reports: | NIL |

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| **Role Overview:** |
| Funded by the Australian Government since 1984, the Marine National Facility (MNF) provides a keystone element of the nation’s research infrastructure by providing the only blue-water research capability available to Australian marine researchers and their international collaborators for work in Australia’s vast marine estate. Access is provided through an independent and peer reviewed applications process focused on scientific and/or technical excellence, the potential to contribute to Australia’s national benefit and the ability of the research team. This ensures research undertaken through the MNF is specifically selected for excellence and contribution to Australia’s national benefit, and provides key information to government, industry and other stakeholders to support evidence-based decision-making focused on research challenges in fisheries management, geological resources, regional and global climate, coastal and offshore developments and marine operations.Owned and operated by CSIRO and overseen by an independent Steering Committee, the MNF is managed as a CSIRO Business Unit through a small team in Hobart known as the Ships Management Group. Led by the MNF Director, the Ships Management Group is responsible for governance committee support and policy development. The team manages a marine industry ship management contract for the crewing and maintenance of RV *Investigator* and a service level agreement within CSIRO for the provision of technical support and data management for MNF scientific equipment. Major functions include the management of an independent applications for sea time process, ship scheduling and the operational planning, implementation and oversight of MNF multi-disciplinary blue-water marine research voyages.As part of a dynamic and flexible team, the Operations Officer - HSE will be responsible for supporting and delivering voyages for the safe and effective operation of the Marine National Facility (MNF). The Operations Officer – HSE will work as part of the Ships Management Group in the Operations Team to manage multi-disciplinary blue-water research voyages on the RV *Investigator*. They will work collaboratively with the Ships Management Group, vessel users, the ship management contractor and the broader CSIRO HSE team to deliver safe and effective research voyages. In addition to managing the planning, logistics and execution of research voyages, this role will have an emphasis on research vessel laboratory safety, HSE documentation development and implementation and risk assessments from a marine perspective. The Operations Officer - HSE will be responsible for managing all aspects of the research voyage planning and execution process. The role will involve travel and there may be opportunity to go to sea as part of providing support more broadly in the MNF. |

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| **Duties and Key Result Areas:** |
| **As part of a dynamic and flexible team, under specific direction the MNF Science Operations Manager, the Operations Officer will:*** Engage with MNF internal and external stakeholders to develop and manage relationships through:
	+ Providing expert advice to stakeholders on vessel capabilities, equipment capabilities, technical support requirements, policies, procedures and standards
* Providing advice and practical support on technical challenges that arise during the planning and execution of research voyages
* Having the ability to adapt and respond to ill-defined situations
* Effectively communicate complex information to various audiences ensuring optimal outcomes
* Manage the planning and execution of safe and effective research voyages through:
	+ Providing expert advice to Principal Investigators in developing voyage plans to ensure clearly articulated, measurable objectives in compliance with CSIRO policy
	+ Simultaneously manage multiple, complex projects including:
		- Coordinating and delivering technical support to optimise MNF voyage outcomes.
		- Providing routine logistical support for RV *Investigator* voyages, including port security and equipment requirements.
	+ Providing shore based direction throughout the voyage for the on board Management Team where necessary
	+ Executing the role of Voyage Manager on designated voyages
	+ Providing support and advice for RV *Investigator* participants as set out in the MNF Mental Health and Wellbeing Strategy
* Provide practical support for research voyages through:
* Maintaining servicing requirements for vessel lab equipment.
* Continually developing voyage documentation and ensuring relevant processes are implemented
* Managing resources to deliver voyage objectives
* Ensuring compliance with organisational and Commonwealth requirements
* Provide operational advice and support to the MNF Operations Manager for research voyages including voyage planning, ship based laboratory work, mobilising and demobilisation activities including working in ports around Australia and overseas
* Develop risk assessments and operating procedures for laboratory work and other research vessel activities including the use of MNF and user supplied scientific equipment
* Working with research vessel users, integrate voyage planning for laboratory and other voyage activities with vessel safety systems
* Adapt and/or develop original techniques/procedures/equipment/ concepts/ideas in support of existing and further research
* Develop a compliance assurance framework for the MNF and its contractors.
* Support MNF management by:
* Working adaptively, positively and collaboratively as a member of the MNF Ship Management Group and other internal and external stakeholders.
* Assisting with application compliance checks and the development of voyage schedules.
* Participate in the development and training activities of the Ship Management Group, including identifying and meeting personal development needs.
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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed****Pre-Requisites:***1. Bachelor degree and/or relevant experience in marine research operations.
2. Demonstrated experience in marine research operations and HSE.
3. A willingness and ability to travel in order to provide operational support in domestic or foreign ports.
4. The ability to obtain a Maritime Security Identification Card.
5. The ability to obtain MNF Remote Medical Clearance.

***Essential Criteria:***1. Demonstrated experience and knowledge of the conduct of marine research and vessel operations;
2. Demonstrated experience in applying organisational policy in laboratory safety to the research vessel environment and permitting compliance of research operations;
3. Ability to conduct risk assessments and prepare safe working procedures for research vessel activities including laboratory work;
4. Superior communications skills to engage with a wide range of stakeholders and negotiate operational outcomes;
5. Demonstrated experience in providing high level complex support and advice to senior management and effective client and staff liaison in a fast paced and complex environment;
6. Demonstrated ability to work effectively and independently in a professional team environment; to coordinate provision of the logistical, operational and technical requirements necessary to support research voyage operations; and
7. Highly developed time management and organisational skills with the ability to prioritise demands, and escalate issues as appropriate; establishing priorities for managing multiple tasks and deadlines.

**CSIRO Values:**As Australia’s Innovation Catalyst, CSIRO has strategic actions underpinned by behaviours aligned to Excellent science, Inclusion, trust & respect, Health, safety & environment and Deliver on commitments.  In your application and at interview you will need to demonstrate alignment with these behaviours. |

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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: csiro-careers@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: Matt Kimbervia email: matt.kimber@csiro.au or phone: +61 3 6232 5186Please do not email your application directly to Matt Kimber. 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). **We work flexibly at CSIRO, offering a range of options for how, when and where you work. Talk to us about how this role could be flexible for you.** **Find out more!** <https://www.csiro.au/en/Careers/A-great-place-to-work/Work-life-balance> **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/> |