# Technical Services – CSOF6

Role summary for potential applicants

|  |  |
| --- | --- |
| Advertised Job Title**:** | Manager CSIRO Engineering Facilities |
| Reference Number**:** | 57186 |
| Classification**:** | CSOF6 |
| Salary Range: | AU $109k to AU $128k plus up to 15.4% superannuation |
| Location**:** | Clayton (Melbourne) Victoria preferred |
| Tenure: | Indefinite |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | Australian Citizens Only  Australian Citizens and Permanent Residents Only   * All Candidates |
| Functional Area**:** | Technical Services |
| % Client Focus - Internal: | 60% |
| % Client Focus - External: | 40% |
| Reports to the: | Executive Manager Portfolio Services |
| Number of Direct Reports: | 18 |

|  |
| --- |
| **Role Overview:** |
| CSIRO Business & Infrastructure Services (CBIS) is responsible for providing support to scientific staff by developing, maintaining and managing the buildings, laboratories and other research infrastructure across CSIRO owned and leased sites. CBIS also manages and operates specialist engineering machine and fabrication centres at CSIRO sites at Clayton in Victoria, Pullenvale in Queensland (Queensland Centre for Advanced Technologies – QCAT), and at Waterford in Perth, Western Australia (Australian Minerals Research Centre – AMRC). The centres create bold new solutions to address equipment and instrument challenges proposed by researchers. The Manager Engineering Facilities leads all the CBIS engineering facilities with the rationale being to facilitate the opportunity for consistent enterprise wide service provision; leveraging the economies of scale with respect to machinery and expertise.  Using an enterprise-wide workshop model, the Manager Engineering Facilities is responsible for formulating and executing a strategic vison for developing, leading and motivating high performing teams. The multi-disciplinary engineering workshop staff are tasked with the design and build of bespoke solutions for client needs. Staff at each engineering facility specialise in the development of complex instruments and machines for a variety of research purposes, including providing expertise in drafting and 3D modelling, machining and sheet metalwork (CNC and manual), electronics design and manufacture, fine toolmaking, test rig installation and commissioning, precision finishing of products and hardening and grinding which can be used to develop prototype scientific instruments. CBIS has over the last two years, invested in new equipment and upgraded the Clayton facility as part of a revitalisation vision for the workshops. The vision will also require the expansion of the client base to create new opportunities and form strong and enduring client relationships. |

|  |
| --- |
| **Duties and Key Result Areas:** |
| **Leadership**   * Provide leadership and training to build and implement a team culture within the broader Engineering facilities team. Demonstrate the ability to inspire and lead, think laterally and “big picture”, and anticipate and manage problems. * Provide effective team management which fosters an environment that inspires and nurtures new ideas and supports the development of emerging skills. Facilitate change where required. * Take responsibility for strategic and operational plans for the service and undertake staff performance management and career development. * Develop and implement marketing strategies to enhance the in-house client base and obtain new clients external to CSIRO.   **Technical Knowledge**   * Apply detailed knowledge of relevant standards, codes of practice together with knowledge of CNC, quality management and electronic control systems, and use advanced technical ability to solve engineering and installation challenges during project development. * Apply detailed knowledge of compliance and regulatory requirements as they relate to design and construction and health and safety in a workshop environment; developing and implementing systems, processes and procedures related to workshop business systems. * Review and approve all proposals submitted to the Workshops which call upon engineering resources. Participate in solving engineering system design and implementation issues involving “State of the Art” technology developments and innovative and novel methodologies.   **Management**   * Establish a transparent system for work requests. Review work requests and commit engineering facilities to the appropriate level of engineering support. Ensure all projects and activities undertaken by engineering facilities receiving qualified engineering input, where appropriate. * Manage the financial aspect of each of the engineering facilities under a centralised system, including the preparation of budgeting and reporting information and ensuring that facilities are meeting their engineering requirements * Act as secretary to the Engineering Facility Oversight Board. Work with the Board to develop relevant performance KPIs and reports on performance. * Analyse and develop strategic options and identify opportunities to improve cost, quality, compliance, capability and customer service. * Submit plant and equipment capital bids and business opportunities for consideration. * Drive the forward task pipeline to maximise opportunities that deliver maximum utilisation of engineering facility capability.   **Communication**   * Communicate effectively and respectfully in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation. * Develop strong trusted advisor relationships with senior executives and external stakeholders across industry and government within the Business Unit’s key sectors.   **Culture**   * Implement and maintain a strong team culture based on client service and continuous improvement. * Make a dedicated commitment to embedding the principles of CSIRO Code of Conduct. * Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals. |

|  |
| --- |
| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed*  ***Pre-Requisites:***   1. **Education/Qualifications:** Professional qualification in Engineering (Mechanical, Mechatronics, Electrical, Structural) or Industrial Design. 2. **Communication/Interpersonal:** Highly developed customer focussed communication and interpersonal skills, including the ability to influence and successfully negotiate with internal and external stakeholders. 3. **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment.   ***Essential Criteria:***   1. Extensive (10+ years) experience leading and managing in a product or technology development environment, with 7 or more years of experience managing successful engineering facilities for a complex and diverse portfolio. 2. Demonstrated strong leadership and mentoring skills which have resulted in a transformation of team culture. 3. Sound business development, financial and commercial acumen. 4. The ability to work effectively as part of a multi-disciplinary, regionally dispersed team, and carry out tasks autonomously in support of scientific research. 5. Demonstrated ability and willingness to contribute novel ideas and approaches in support of scientific investigations.   **Desirable Criteria:**   1. Unrestricted Driver’s Licence.   **As Australia’s Innovation Catalyst, CSIRO has strategic actions underpinned by behaviours aligned to**:   * Excellent science * Inclusion, trust & respect * Health, safety & environment * Delivery on commitments.   *In your application and at interview you will need to demonstrate alignment with these behaviours.* |

|  |
| --- |
| **Other Information:** |
| **How to Apply**  Please apply for this position online at <https://jobs.csiro.au/> and enter requisition number **57186**. Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’).  Please load one document containing your CV and a brief cover letter which outlines your interest in the role and your motivations for applying (Maximum 2MB). At the end of the online application process, you will also be required to respond to some screening questions. Where text responses are required, to avoid being timed out of the system we recommend that you prepare your responses offline and paste them into the appropriate spot prior to submitting your application.  If you experience difficulties applying online call 1300 984 220 for assistance. Outside Australian business hours please email: [csiro-careers@csiro.au](mailto: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:  **Ms Gillian Mayne** via email: [Gillian.Mayne@csiro.au](mailto:Gillian.Mayne@csiro.au) (after Monday 28 May)  or  **Ms Elina Islamova** via email: [Elina.Islamova@csiro.au](mailto:Elina.Islamova@csiro.au)  Please do not email your application directly to Ms Mayne or Ms Islamova. 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 Business & Infrastructure Services (CBIS)** is charged with managing the provision, maintenance and operation of all CSIRO's scientific and research facilities.  CSIRO has a complex property portfolio of owned and leased facilities that comprise over 1,000 buildings spread across a number of locations. These scientific and research facilities are diverse both in location and type.  CBIS delivers its services through its Enterprise functions, which incorporates strategic, capital and estate issues; while the CBIS teams within each region delivers the operational property services. CBIS's strategy and operational activities align with CSIRO's strategic direction and scientific activities. |