# Position Details

## Administrative Services – CSOF5

The following information is for applicants

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| Advertised Job Title**:** | Project Manager (Technology R&D) |
| Job Reference: | 59480 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian Citizens Only  Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Percentage of Client Focus - Internal: | 10% |
| Percentage of Client Focus - External: | 90% |
| Reports to the: | Senior Research Scientist – Software and Computational Systems |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Mark Staples – [Mark.Staples@data61.csiro.au](mailto:Mark.Staples@data61.csiro.au) / 02 9490 5646 |
| Contact Details For Applying: | Call 1300 984 220 or email [careers.online@csiro.au](mailto:careers.online@csiro.au). |
| How to Apply: | Please apply online at [jobs.csiro.au](https://jobs.csiro.au/) and enter the requisition number**.** Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’) |

## Role Overview:

Data61 is the largest data innovation group in Australia. Bringing together CSIRO's Productivity team and National ICT Australia (NICTA), we are unrivalled in our intellectual capital and our network with the global technology marketplace. The combined group bring together approximately 600 research staff working in digital technologies to create benefit for Australia. Data61 continues to develop Australia's future leaders with its strong 300+ PhD student program in collaboration with our best universities across Australia.

Data61 is looking for an experienced project manager to manage the delivery of a number of technology R&D projects for its clients and collaborators.

In this role, you will work closely with researchers, business teams, software engineers and product managers to deepen engagements with key clients and help translate our research into benefits for the economy, environment and society. This is not a traditional *project manager* role (managing Gantt charts and chasing people to make sure they will meet the estimate they gave), nor is it simply an Agile role like *scrum master*, *product owner* or *agile coach*. While these activities will be part of your toolkit, the role will be focussed on client interaction, coaching teams towards focused outcomes, removing barriers and working with the teams to deliver.

We are looking for an experienced, client-focused project manager who is self-motivated and can manage the complexity and ambiguity of projects in a research and development organisation.

## Duties and Key Result Areas:

* Be the key liaison point with clients and collaborators throughout the project
* Ensure there is a common understanding of the project objectives and effective communication with all parties throughout the project.
* Bring together diverse project team members to scope, plan and deliver agreed outcomes.
* Adapt the style of project management used to meet the needs of the project (for example, research outcomes may be iterative within the context of an overall objective).
* Manage project deliverables, which include research outputs, software, platforms and data analysis reports.
* Manage project timelines, milestones, dependencies, risks and issues (with input from project teams, clients and other stakeholders).
* Measure project success or otherwise (including identifying key success factors, critical path and monitoring the project while underway).
* Provide progress reporting for management and clients.
* Coordinate (and chair, if appropriate) project meetings, including meetings with clients, workshops and technical discussion meetings.
* Ensure roles on the project are understood and agreed by project team members.
* Manage project staff allocations and project finances using internal systems.
* Manage supplier relationships, including supplier contracts.
* Liaise with internal teams in areas such as business development, product management, legal, user experience, research and engineering.
* Contribute to Data61’s project delivery discipline by improving the use of project management practices, tools and culture.
* Maintain high ethical and performance standards.
* 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.
* Work collaboratively as part of a multi-disciplinary, often regionally dispersed research team, and business unit to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## Competencies:

1. **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.
2. **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.
3. **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.
4. **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
5. **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.
6. **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.

## Essential Criteria:

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

* A relevant certificate or tertiary qualification in a relevant discipline, such as computer science or engineeringand/or equivalent management/leadership experience.
* A strong customer-oriented attitude and the ability to build rapport with clients.
* Experience managing a diverse range of projects.
* Ability to quickly learn technology concepts in the relevant project domain.
* A high degree of initiative and the ability to perform in dynamic environments.
* Excellent oral and written communication skills.
* Excellent interpersonal skills, including the ability to consult and negotiate with a wide range of stakeholders to achieve consensus.
* Willingness to comply with company Equal Opportunity and Occupational Health and Safety policies.

## Desirable Criteria:

* Experience managing technology development projects using a range of methodologies
* Project management qualifications
* Experience working in a scientific or research and development organisation

## About CSIRO:

We imagine. We collaborate. We innovate. To find out more visit us [online](http://www.csiro.au/)!

Find out more about the CSIRO [Data61](https://data61.csiro.au/)