# Position Description

## Technical Services – CSOF6

The following information is for applicants

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| Advertised Job Title**:** | Project Manager |
| Job Reference: | 59075 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | [x]  Australian Citizens Only[ ]  Australian/New Zealand Citizens and Australian Permanent Residents Only* [ ]  All Candidates
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| Percentage of Client Focus - Internal: | 80% |
| Percentage of Client Focus - External: | 20% |
| Reports to the: | Pawsey Executive Director |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Mark Stickells, Pawsey Executive Director+61 8 6436 8942 |
| For Technical difficulties: | Call 1300 984 220 or email 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’ through the ‘People Hub’ icon  |

## Role Overview:

The Pawsey Supercomputing Centre provides supercomputing, large scale data storage and visualisation services to research and industry projects, including to the Pawsey UJV partners. Pawsey hosts the flagship research supercomputer (Magnus), the radio astronomy operational supercomputer (Galaxy), and a number of ancillary and specialised systems to provide high performance computer and data resources to Australian researchers. It also provides two long-term storage systems for storing research collections of national significance. Pawsey also offers a cloud computing service (Nimbus) to provide cutting-edge data analytics capabilities; and remote visualisation services (Zeus and High-end workstations) to provide preliminary visualisation and the visualisation of large data-sets.

The Pawsey Supercomputing Centre is embarking on a program of work to manage the procurement and upgrade of the Pawsey Supercomputing Centre capital assets to maintain Australia’s tier 1 high performance computing and data capability as a National Facility. Pawsey has been provided with AU $70 Million dollar grant from the Department of Industry, Innovation and Science (DIIS).

## Duties and Key Result Areas:

* Lead the day-to-day management of the project;
* Delivery of projects to scope, budget, schedule and stakeholder expectation;
* Monitor and report on scope, quality, time and costs risk and issues to the project steering committee;
* Identify and manage risks and issues to testing outcomes, and escalates any issues that may impact delivery;
* Facilitate development, review and stakeholder acceptance of project management products and deliverables;
* Management of change associated with the delivery of major projects; and
* Effective transition of new products or services into the business-as-usual environment.
* 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 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.

## CSIRO 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:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas
3. **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
4. **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
5. **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
6. **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

## Selection Criteria:

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

1. Education/Qualifications: 5+ years’ experience in Project Management role or experience in a related discipline couple with relevant training.
2. 2+ years’ experience in Project Management role using agile methodologies.

## Essential Criteria:

1. Demonstrated success in the delivery of project outcomes (on budget, on schedule, to scope, to stakeholder expectations and with appropriately mitigated risks);

2. Demonstrated highly developed influencing and relationship management skills;

3. Demonstrated leadership within a multi-disciplinary team environment;

4. Demonstrated effective communication and information presentation skills, both written and verbal;

5. Demonstrated success in transition and change management; and

6. A flexible approach including sound judgement in relation to resolving project delivery issues

## Desirable Criteria:

1. Specific experience in the delivery of IT or Information Services projects;

2. A relevant degree or professional qualification in Project Management.

## Special Requirements:

Security Clearance:

This is a security assessed position and successful applicants will be required to obtain and maintain a security clearance at baseline level. To obtain an Australian Government security clearance you must be an Australian Citizen. Applicants seeking sponsorship or who hold residency status only will not be considered.

## About CSIRO:

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

Find out more about the [Pawsey Supercomputing Centre](https://www.pawsey.org.au/).