# Operations Officer – Position Description

Role Summary for potential applicants.

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| Advertised Job Title**:** | MNF Operations Officer |
| Reference Number**:** | 57698 |
| Classification**:** | CSOF4 |
| Salary Range: | AU $80,833 to $91,451 plus up to 15.4% superannuation |
| Location**:** | Hobart, TAS |
| Tenure: | Specified term of 12 months |
| Relocation assistance**:** | Will be provided to the successful candidate if required |
| Applications are open to: | Australian/New Zealand citizens and permanent residents only |
| 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 will be responsible for supporting voyages for the safe and effective operation of the Marine National Facility (MNF). The Operations Officer will work as part of the Ships Management Group in the Operations Team to manage the planning and execution of multi-disciplinary blue-water research voyages on the RV *Investigator*. They will work collaboratively with the Ships Management Group, vessel users and the ship management contractor to deliver safe and effective research voyages. The Operations Officer will be responsible for managing all aspects of the research voyage planning process with particular focus on stakeholder engagement, technical advice and strategic review and planning. The role will involve 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 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 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   + 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: * Continually developing voyage documentation and ensuring relevant processes are implemented * Managing resources to deliver voyage objectives * Ensuring compliance with organisational and Commonwealth requirements * Support MNF management by: * Working adaptively, positively and collaboratively as a member of the MNF Ship Management Group and other teams and seeking advice as required. * Assisting with application compliance checks and the development of voyage schedules. * Participate in the development and training activities of the Ship Management Group. |

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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed*  ***Pre-Requisites:***   1. Marine science related tertiary qualifications and/or demonstrated experience in marine research (or equivalent). 2. A willingness and demonstrated ability to travel extensively in order to provide operational support in domestic or foreign ports. 3. The ability to obtain a Maritime Security Identification Card.   ***Essential Criteria:***   1. Experience and knowledge of the conduct of blue water marine research. 2. Demonstrated ability to collaborate in a dynamic team environment, to coordinate provision of the logistical, operational and technical requirements necessary to support research voyage operations. 3. Demonstrated experience in applying organisational policy in laboratory safety to the research vessel environment. 4. Ability to conduct risk assessments and prepare and apply appropriate documentation and procedures for research vessel activities including laboratory work. 5. Superior communications skills to engage with a wide range of internal and external stakeholders and negotiate operational outcomes. 6. Ability to achieve work objectives, to meet tight timeframes and manage priorities to meet organisational requirements. 7. Demonstrated understanding of organisational procurement and financial procedures.   ***Desirable Criteria:***   1. Hold a current Australian 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.**  ***Special requirements:***  This role may provide an opportunity to go to sea on RV *Investigator*. This will require the successful candidate to undertake a pre-voyage medical assessment and be determined fit to deploy. |

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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 301 509 and someone will be able to assist you. Outside 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:  Matt Kimbervia email: matt.kimber@csiro.au or phone: +61 3 6232 5186  Please 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).  **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/> |