# Position Description

## Research Management – CSOF7

The following information is for applicants

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| Advertised Job Title**:** | Program Manager – Space Technology Future Science Platform |
| Job Reference: | 61715 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian Citizens Only |
| Percentage of Client Focus - Internal: | 60% |
| Percentage of Client Focus - External: | 40% |
| Reports to the: | Leader – Space Technology Future Science Platform |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Dr Kimberley Clayfield  Email: [Kimberley.Clayfield@csiro.au](mailto:Kimberley.Clayfield@csiro.au) |
| 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’ through the ‘People Hub’ icon.  Please do not email your application directly to Kimberley Clayfield. Applications received via this method will not be considered by the selection panel. |

## Role Overview:

This Program Manager role is focused on supporting the CSIRO Space Technology Future Science Platform (Space FSP). In the role you will work with the FSP Leader to manage a research program that builds world-leading capability and drives cutting-edge research withinCSIRO, in support of the Australian Space Agency’s goal of tripling the size of the Australian space industry by 2030. The Space FSP seeks to achieve impact through novel mission-directed, multi‐disciplinary and collaborative science and engineering across Business Units in CSIRO and with external collaborators.

[Future Science Platforms](http://www.csiro.au/en/About/Future-Science-Platforms) are an investment in science that underpins innovation and that has the potential to help reinvent and create new industries for Australia. FSPs will see us grow the capability of a new generation of researchers and allow Australia to attract the best students and experts to work with us on future science. They are strategic investments aimed at developing capacity in areas of identified future importance for Australia. Future Science Platforms develop innovative scientific solutions with industry, government and university partners. They support development of world class, coherent and creative research teams that integrate science and delivery over the long term, looking to the future science needs of CSIRO and our partners with a 5 to 10 year vision.

The activities of the [Space FSP](https://research.csiro.au/space/) will leverage both CSIRO’s existing base of space activities and as-yet-unharnessed expertise from other science areas. Space FSP investments will focus on the Strategic Priority Areas identified by the Australian Space Agency, and the three Opportunity Areas identified by the CSIRO Space Roadmap. The portfolio of research within the Space FSP will evolve over time on the basis of changing domain needs, strategy and performance. Space FSP funding will be allocated on the basis of internal grant rounds, supplemented by strategic funding allocated through the Space FSP Advisory Board.

**Security Clearance:**Applicants must be an Australian citizen as the successful candidate may be required to obtain a Baseline, Australian Government security clearance.

## Duties and Key Result Areas:

**Duty Statement**

The Program Manager will work with the Space FSP Leader to deliver the strategic objectives of the Space FSP and support the rapidly growing program as it transitions from fast start-up mode to consolidation and long term planning. The Program Manager will work with the Space FSP Leader and support staff (including an Administration Officer and staff from communications, finance, legal and business development specialties).

The Program Manager will also take on the role of Defence Materials Technology Centre (DMTC) High Altitude Sensor Systems (HASS) Program Leader on part-time secondment to [DMTC](https://www.dmtc.com.au/). DMTC is an independent, not-for-profit public company that works with a broad range of industry and research partners to enhance Defence capabilities and build Australian industrial capacity. The HASS Program was established in 2017 with an initial CSIRO investment of $2.7 million, and features a number of projects developing technologies for UAV and small/CubeSat satellite platforms.

The Space FSP Program Manager will oversee a multi-disciplinary program of discrete research projects each led by a Project Leader. The Program Manager will support the Project Leaders to deliver on periodic and milestone reporting, and track and review project progress.

The Program Manager will also provide support to the Space FSP Leader, providing high-level input on strategy development, negotiation, business development, reporting, communications, and other activities as required.

The key responsibilities of the Space FSP Program Manager role include:

**Manage the administration of the Space FSP project portfolio**

* Build relationships with Space FSP Project Leaders to support their milestone delivery per their project plans, contracts schedules, reporting requirements, budgets and administration as required
* Interact with a wide range of internal and external stakeholders to ensure effective project management is delivered
* Manage the reporting templates and schedules for each project, track program milestones and prepare reports
* Conduct regular project reviews
* Support engagement and partnership brokering with other CSIRO Business Units and a wide range of external stakeholders from academia, Government, industry, NGOs, and others
* Manage key project and partnering metrics for the Space FSP reporting requirements (e.g. partnering demographics, gender and diversity, publication output, number of project types), and contribute to the development of plans for impact pathway prediction and monitoring
* 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.

**Support the Space FSP Leader**

* Support development of the Space FSP program strategy
* Assist with financial management, contract management, communications, intellectual property portfolio, and education and outreach activities for the Space FSP
* Prepare high level internal and external reports, briefings, and other strategic documents, and present on the progress of the Space FSP, including to the Space FSP Advisory Board, as required
* Assist in establishment and management of new rounds of research projects through open calls for applications, selection committee reviews and contracting of successful applicants
* Be involved in funding negotiations and advise on resource allocation
* Foster collaboration and interactions between scientists across CSIRO and clients
* Develop and maintain effective client relationships, based on knowledge of the client's business and by identifying underlying needs
* 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
* Represent the Space FSP in relevant external activities as required
* Work collaboratively as part of a multi-disciplinary, often regionally dispersed team and Business Unit to carry out tasks in support of CSIRO 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.

**Undertake part-time (~0.3FTE) external secondment to DMTC as High Altitude Sensor Systems (HASS) Program Leader**

* Negotiate new project agreements
* Using the DMTC project leadership framework, support the DMTC Lead Program Manager and HASS Project Leaders in delivery against the project milestones and objectives, DMTC milestones and objectives, and transfer of technology to industry
* Support the DMTC Security Officer in maintenance of ‘secure’ and ‘commercial in confidence’ information, including maintaining an understanding of project team compositions
* Conduct bi-annual project reviews
* Report and present HASS program status and resourcing issues to the DMTC management team (monthly), the DMTC board of directors (annually) and the DMTC community (annual conference)
* Convene regular meetings of the HASS Technical Advisory Group and Strategic Committee
* Formal quarterly and annual reporting on program highlights and status
* At the closure of each project, preparation of project closure statement and securing of intellectual property and other project information
* Other duties as directed.

## CSIRO Competencies:

1. **Teamwork and Collaboration:** Creates and fosters an environment in which there is a high level of cooperation within and between teams. Facilitates positive team relationships to build interactions across Business Units and the organisation.
2. **Influence and Communication:** Uses complex influencing strategies, for example, assembling strategic coalitions, building behind the scenes support and the tactical use of information to gain support.
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:** Resolves major conceptual scientific, technical, commercial or management problems, which have a significant impact upon the field of research, professional function, the Business Unit or the Organisation. Situations faced have little or no precedent and require original concepts and approaches.
5. **Independence:** Commits significant resources in the face of uncertainty and takes calculated risks to improve performance and achieve challenging goals. Uses personal energy to drive change strategies. Formulates and implements contingency plans to minimise the impact of potential risks. Accepts personal responsibility for the outcomes of decisions/risks taken.
6. **Adaptability:** Is flexible in response to external change or when faced with external constraints. Identifies and promotes the opportunities arising as a result of change.

## Selection Criteria:

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

1. Postgraduate-level qualifications in a relevant field (science/engineering/management) together with significant experience in and depth of understanding of space technology, either from a research or industry perspective.
2. Excellent interpersonal skills, including high quality written and oral communication skills.
3. Proven project/program management ability, resulting in the successful delivery of complex projects/programs with multiple stakeholders to time, budget and scope*.*
4. Established or emerging reputation and credibility in space technologies with evidence of science, engineering or industry leadership.
5. Evidence of external engagement and strategic relationship development that grows new impact opportunities and meets strategic objectives.
6. **A strong history of establishing and working effectively in teams.**
7. A significant record of innovation and creativity plus the ability and willingness to incorporate and/or promote the inclusion of novel ideas and approaches into projects of all sizes and scale.

## Desirable Criteria:

1. Experience working on defence-related projects.
2. Experience working with research organisations.
3. Demonstrated interest and experience in space education or outreach activities.

## Special Requirements:

To be successful for this role you must be willing and able to:

* Hold or obtain a security clearance.
* Travel interstate and internationally.

## About CSIRO:

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

Find out more about CSIRO [Astronomy and Space Science](https://www.csiro.au/en/research/astronomy)