# Position Description

## General Management – CSOF7

The following information is for applicants

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| Advertised Job Title**:** | CASS Chief Operating Officer (COO) |
| Job Reference: | 61898 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Percentage of Client Focus - Internal: | 80% |
| Percentage of Client Focus - External: | 20% |
| Reports to the: | CASS Deputy Director |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Dr Sarah Pearce via email: Sarah.Pearce@csiro.au or phone: 02 9372 4671 OrLesley Kliskavia email: lesley.kliska@csiro.au or phone: 03 9545 2197 |
| Contact Details For Applying: | 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 Please do not email your application directly to Sarah Pearce or Lesley Kliska.   Applications received via this method will not be considered by the selection panel. |

## Role Overview:

CSIRO Astronomy and Space Science (CASS) manages the Australia Telescope National Facility (ATNF), including the Parkes radio telescope, the Australia Telescope Compact Array and the Australian Square Kilometre Array Pathfinder. CASS also operates the Canberra Deep Space Communications Complex on behalf of NASA, contributes to the development of the international Square Kilometre Array (SKA), and leads CSIRO’s space program including the Space Technologies Future Science Platform and the CSIRO Centre for Earth Observation.

The CASS Chief Operating Officer (COO) will be responsible for day to day operations of CASS. They will provide leadership and direction to the Business Unit (BU) while ensuring CASS remains strategically focussed, operationally efficient and financially viable. The COO will form part of the Executive in CASS and may deputise for the CASS Director and Deputy Director as required.

The COO will work with CSIRO support functions, including HR, communications, finance and Health, Safety and Environment. They will plan and deliver strategic capability for CASS people and facilities, ensuring capability evolves and is matched with CASS science directions. The COO will manage key internal relationships with the Business Unit’s partners within CSIRO to ensure optimal operations of the Business Unit.

The CASS COO is part of the wider team of CSIRO Research Operations Managers (ROMs), who work collectively to support delivery of CSIRO’s strategic goals.

## Duties and Key Result Areas:

**Functional Leadership**

* Manage CASS’s operational planning and monitor performance
* Leads engagement with CSIRO enterprise support functions such as Health Safety and Environment (HSE), HR, communications, finance and business development, including monitoring issues and service levels
* Work with the CASS Executive Officer to coordinate responses to internal & external requests, which may be complex, last-minute or sensitive. e.g. submissions to inquiries and requests for information
* Report on CASS finances, HR and HSE to the Australia Telescope Steering Committee
* Lead and support complex or sensitive CASS initiatives and major projects as required
* Oversee the implementation of enterprise change initiatives in CASS, including CSIRO’s plans for Sydney site consolidation
* Assess changes and new initiatives to identify support requirements
* Provide specialist advice relevant to CASS activities.

**Capability Leadership**

* Drive effective development, utilisation and delivery of Business Unit research and support capability through active engagement with Program Directors both within CASS and in other BUs to deliver on research and investment priorities (and arbitrate where necessary)
* Shape capability through internal collaboration with other BUs where common goals can be identified
* Support Program Directors to build and manage relationships with key internal and external collaborators and clients
* Support the CASS Executive to identify, attract, develop and retain world class talent; including leadership development and succession planning for key science and leadership roles
* Monitor short- and long-term trends to identify emerging capability gaps, develop new capabilities, and reshape low demand capability, particularly to support CASS’s growth in Western Australia.
* Collect data to report on progress against the CASS strategy, operations and outcomes.

# Engagement and Partnerships

* Partner with CSIRO enterprise support functions regarding strategic, site and facilities matters
* Build positive strategic relationships with current and potential partners to advance CASS’s interests, operational efficiencies and impact and to achieve strategic goals;
* Provide high level representation of CSIRO and CASS’s capability;
* Work with the Deputy Director and Chief Scientist to lead external and internal Business Unit reviews.

# Resource Leadership

* Develop and monitor Risk Management and Business Continuity Plans
* Manage CASS’s annual bid for capital funding
* Work with the finance team to plan and monitor the CASS budget
* Co‐ordinate and support CASS Site Leaders, ensuring appropriate site support for staff, particularly in regional areas.
* Work with the CASS Executive to ensure that capability and resources are effectively prioritised and deployed to meet current and future requirements;
* Ensure effective management and engagement of CSIRO Users, Fellows and affiliates within CASS (where appropriate).

**General**

* 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: Creates and fosters an environment in which there is a high level of cooperation within and between teams. Facilitates positive team relationships to build organisational interaction across CSIRO.**
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 and understanding through 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: 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. A degree in a relevant discipline and approximately ten years’ or more relevant experience.
2. Ability to lead operational and business activities across a complex business at the scale of CASS, demonstrating strong commercial, financial and project management skills.
3. Strong people management expertise, including experience of performance management, recruitment, capability planning and change management.
4. Demonstrated experience and understanding of health and safety, risk management, incident response and organisational requirements, policies and procedures
5. Demonstrated ability to contribute to strategy, think laterally and to anticipate and manage problems in ambiguous situations.
6. Strong stakeholder management and engagement skills suitable to manage complex internal and external relationships.

**Desirable Criteria:**

1. Experience working in a Government position.
2. Experience with research work.
3. Current Drivers Licence

## Special Requirements:

Appointment to this role may be subject to conditions including security/national police/medical/character clearance requirements.

## About CSIRO:

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