# Position Description

## Technical Services – CSOF6

The following information is for applicants

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| Advertised Job Title**:** | CBIS Manager - Operations |
| Job Reference: | 60592 |
| 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
 |
| Percentage of Client Focus - Internal: | 100% |
| Percentage of Client Focus - External: | 0% |
| Reports to the: | CBIS AAHL State Manager |
| Number of Direct Reports: | 7 |
| Name and Contact Details For Applicant Enquiries: | Shane Blacket, Shane.Blacket@csiro.auPlease do not email your application directly to Shane Blacket. Applications received via this method will not be considered by the selection panel |
| 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  |

## Role Overview:

The role of Technical Staff in CSIRO is to provide support for scientific research in a diverse range of laboratory and field situations across a range of different research projects. This support consists of the application of accepted technical practices and the development of new practices. The work is usually carried out as a member of a centralised service.

Manage the team of specialists that administers, monitors, operates and provides first line diagnostics of plant and equipment ensuring the containment of microbiological risks to meet OGTR and DAFF regulations.

## Duties and Key Result Areas:

* Manage a team of technicians and operators to:
* Ensure the operation of the plant and equipment to provide 24/7 laboratory capability
* Monitor, diagnose, rectify or escalate plant and equipment faults
* Maintain SCADA and Physical Security Systems to ensure continued availability
* Implement upgrades and enhancements to SCADA and Physical Security systems
* Manage a team of officers to provide the site Reception function.
* Work closely with Maintenance Teams and Engineers to ensure plant and equipment reliability.
* Manage Asset Management Plans to ensure SCADA, Physical Security systems and other plant and equipment continue to provide a reliable and cost-effective level of service.
* Manage technically complex projects from conception to commissioning, ensuring projects are delivered to approved budgets, scope and time.
* Collaborate with site stakeholder groups to ensure microbiological security and laboratory capability standards are met.
* Develop and administer maintenance and support contracts with third parties.
* Annual budget development, management and reporting.
* Develop and manage training and development plans for Operations team members.
* Develop and maintain documentation relevant to the Operations Team
* Create reports and provide commentary on operational staffing, plant and equipment performance, KPIs and team objectives.
* Monitor compliance with Health Safety & Environment regulations, regulatory authority requirements and the Permit to Work System.
* Participate in the Duty Operations Engineer after hours on-call roster to provide 24/7 emergency response to the facility.
* 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. Relevant tertiary qualifications including eligibility for professional membership of the Institution of Engineers, Australia.
2. Demonstrated team leadership skills with strong interpersonal skills (negotiating, mentoring, coaching, training and reporting writing) to manage the operations of a customer focused Specialist Team engaged in the monitoring, control, security and minor repairs of the AAHL Facility.
3. Demonstrated specialist technical knowledge of and experience with SCADA and security systems, LANs, PLCs and associated software. Able to demonstrate sound operation management skills for a large complex control system.
4. Demonstrated high level technical knowledge and understanding of building and related engineering trades and services, including essential skills, relevant to the safe and sustainable operation of complex research facilities.
5. Financial management skills including estimating, budgeting, cost control, recording and reporting.
6. Demonstrated knowledge/experience and appreciation of relevant procedures/protocols associated with Occupational Health and Safety requirements applicable to personnel operations, safety and security at CSIRO’s research facilities.

## Desirable Criteria:

1. Prior experience in a similar facility and/or familiarity with engineering systems at AAHL and / or Knowledge of the principals of microbiological security.
2. Expertise in electrical, mechanical, electronics, operation and maintenance and/or process plant engineering involving automated control systems.
3. A sound understanding of plant diagnostic and maintenance methods and a demonstrated ability to analyse and solve problems in unfamiliar, ambiguous or otherwise unusual situations, where initiative is required.

## Special Requirements:

**Security Assessment and Microbiological Security Requirements for Personnel Working on the AAHL Site.**

* The nature of our work requires that each person working on site must comply with the conditions described below.
* The appointee is required to pass a security clearance at a level appropriate to duties of the position. Confirmation of the appointment is subject to obtaining that clearance.
* It is essential that all work on exotic or emerging diseases carried out at AAHL is conducted in a safe manner to prevent the escape of the disease agents used, and to this end, all activities and personnel will be subject to appropriate microbiological security measures. Consequently, while working at AAHL, you may not reside on a property on which are kept any of the following animals: sheep, cattle, pigs, goats, horses, asses and mules, any other cloven-hoofed animal, fowls, turkeys, geese, domestic ducks, caged birds, emus or ostriches. Personnel working with diseases of aquatic animals may not keep aquarium fish at their place of residence and personnel working with cane toad material must avoid contact with amphibians.
* In addition, for a period of seven days after working in the microbiologically secure area of AAHL, personnel may not have close contact with any of the above animals, amphibians or birds or the actual places where these animals are held, or visit any aquatic animal farm or aquatic animal hatchery.

Applicants must:

1. Possess a current driver’s, reside within 45 minutes travelling time to AAHL and be willing to participate in an on-call roster.
2. Be willing and able to adhere to CSIRO AAHL microbiological security requirements and HSE policies.
3. Be willing and able to be vaccinated against rabies, hepatitis B, Japanese encephalitis or other agents.

**SECURITY**

This is a security assessed position. Applicants must be an Australian citizen, with successful candidate either holding or having the ability to obtain a Negative Vetting 1, Australian Government security clearance.

Note: CSIRO utilises the Australian Government Security Vetting Agency to conduct its security clearances. Further information regarding security clearances may be found at http://defence.gov.au/AGSVA/resources.asp

To obtain an Australian Government security clearance, 10 years’ worth of background information verifiable by independent and reliable sources is required.

## 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 [Australian Animal Health Laboratory](https://www.csiro.au/en/Research/Facilities/AAHL)