# Position Details

## Administrative Services – CSOF6

The following information is for applicants

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| Advertised Job Title**:** | Project Manager – Ginninderra Program CBIS |
| Job Reference: | 62544 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian Citizens Only  Australian/New Zealand Citizens and Australian Permanent Residents Only   * All Candidates |
| Percentage of Client Focus - Internal: | 70% |
| Percentage of Client Focus - External: | 30% |
| Reports to the: | Program Director |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Matt Morgan via email at: matt.morgan@csiro.au or by phone on: (02) 93253057  Please do not email your application directly to Matt Morgan. Applications received via this method will not be considered |
| 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’ in SAP (click ‘Recruitment’) |

## Role Overview:

Ginninderra is located in Canberra’s North, and comprises 701 hectares of agricultural land, remnant native woodland and grasslands. It is now proposed that the area, used by CSIRO for over 60 years as a centre for agricultural research, is utilised to achieve a sustainable urban development backed by science and innovation. This role forms part of the Ginninderra Program Team, reporting to the Program Director.

The Project Manager role will be a key contributor in the delivery of the Program. The Program is being undertaken in a complex environment, with tight timeframes and multiple stakeholders. The role requires the management of various project activities, including working effectively across key stakeholders and contractor groups, in a rapidly changing environment to deliver highly successful project outcomes.

The role will also require input and direction regarding Master planning and urban design, as an important phase of delivery for the Ginninderra Program.

**Duties and Key Result Areas:**

* Work within, support and contribute to a high performing multidisciplinary team, to ensure the project team delivers various project elements on time, on budget, and with quality outputs.
* Lead the successful delivery of multiple deliverables/projects and manage the scoping, design and development of various project elements to ensure achievement of key project deliverables.
* Assist in the management of a diverse stakeholder/client environment utilising strong relationship, collaboration and influencing skills and experience.
* Use best-practice methodologies, procedures and tools to maintain records and documentation for program finances, scope, schedule and risk.
* Provide key input to the Development Control Plan and Master planning elements of the Ginninderra Program.
* Report project/program progress and issues to the Executive Team and other program stakeholders as required.
* Utilising specialist expertise work cooperatively with local and federal government agencies to agree planning elements meeting legislative and best practice standards.
* Ensure compliance with statutory requirements and the Health, Safety and Environment policy.

## 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.

## Essential Criteria:

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

1. Relevant tertiary qualifications in Project Management and/or Planning/Urban Design or a directly related field or significant relevant experience.
2. Extensive experience in the management and delivery of concurrent complex projects, preferably in a scientific environment, in line with organisational standards, policies and business requirements.
3. Demonstrated experience in the effective use of project management tools, systems and strategies.
4. Well-developed understanding of Property Management, the *Work Health and Safety Act* (2012) and Commonwealth Procurement Rules, including how these functions integrate with capital works activities in a Commonwealth and construction environment.
5. Proven ability to think and act strategically to harness information and leverage on opportunities that are presented.
6. Highly developed stakeholder management skills to build and maintain strong working relationships, and the capability to drive and support change across user groups and the organisation.
7. Strong leadership, contractor and project management, and negotiation capabilities, in conjunction with sound experience in resource planning ensuring project objectives are met in scope, on time, on budget, and undertaken safely.

## Desirable Criteria:

1. Experience in Project Management in respect to building and infrastructure works.
2. Experience and knowledge of urban planning (including inputs to the drafting of development control plans) and master planning, preferably in the ACT context.

## Special Requirements:

* This is a security assessed position. Applicants must be an Australian citizen, with successful candidate either holding or having the ability to obtain a Baseline, Australian Government security clearance.
* Ability and willingness to undertake regular domestic travel

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