Synthetic Biology FSP Project Manager

Role summary for potential applicants

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| Advertised Job Title: |

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| Synthetic Biology FSP Project Manager |

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| Reference Number: | 60934 |
| Classification: | CSOF5 |
| **Salary Range** | AU $97,276 to AU $105,269 plus up to 15.4% superannuation |
| Location: | Dutton Park, Brisbane preferred (other locations may be considered) |
| Tenure: | 3 years specified term |
| **Relocation assistance:** | Will be provided to the successful candidate if required. |
| Applications are open to: | Australian Citizens and Permanent Residents Only |
| **Functional Area:** | Research Projects |
| % Client Focus - Internal: | 60% |
| % Client Focus - External: | 40% |
| Reports to the: | Director, Synthetic Biology Future Science Platform |
| Number of Direct Reports: | 0 |

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| **Role Overview:** |
| The Project Manager will provide project management support to the Synthetic Biology Future Science Platform (SynBio FSP), hosted in CSIRO Land and Water. [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 will 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. FSPs are both impact and science focused, developing innovative scientific solutions with industry, government and university partners. They support world class, coherent and creative research teams which 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. To position Australia to build a vibrant synthetic biology research and development community to support the bio-based industries and ecoengineering activities of tomorrow, CSIRO has established the [Synthetic Biology FSP](https://research.csiro.au/synthetic-biology-fsp/) (SynBioFSP). Synthetic Biology (SynBio) is the design and construction of biological parts, devices, and organisms (usually based on DNA-encoded componentry); and their application for useful purposes. The SynBioFSP has a mission to develop capacity in synthetic biology within CSIRO and across Australia, in a collaborative and transparent manner. Science capability is strongly aligned with CSIRO business unit capabilities and will allow CSIRO to deliver novel future outcomes for external partners. The program started as a $13 M investment and is now a $60 M R&D program with over 200 people nationally and internationally contributing to over 60 projects and significant leveraging from research partners. The program is very complex with multiple stakeholders and internal and external relationships, including national and international partners. The FSP is focussed on developing exciting ‘blue sky’ research, which will position Australia to ultimately build a national synthetic biology industry. It is a long term investment with a decadal vision, and is currently positioning to grow translational capabilities and business development opportunities. |

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| **Duties and Key Result Areas:** |
| **Duty Statement**The SynBioFSP Project Manager will work with SynBioFSP Director and support staff (including an Administration Officer, Communications staff, Finance staff, and Business Development staff) to ensure that CSIRO SynBioFSP delivers on its overall program. The position will support the SynBio FSP Director with program and project management, reporting, and other activities as required. The SynBioFSP has a large and diverse project portfolio (currently 60 different projects) which includes projects lead from within CSIRO as well as collaborative projects based at University partners. Most projects include other national and/or international partners. This portfolio is expected to grow with time and include industry partners and commercialisation opportunities.The key responsibilities of the SynBioFSP Project Manager include:* Support the SynBioFSP Director and Application Domain Leaders by managing the administration of the SynBioFSP project portfolio;
* Build relationships with Project Leaders to support their milestone delivery as per their project plans, contracts schedules, reporting requirements, budgets and administration as required;
* Interacts with a wide range of Internal and external stakeholders to ensure effective project management is delivered
* Maintain the active projects databases, newsletter and partners contact lists;
* Manage the reporting templates and schedules for each project and report project delivery against milestones and quality standards;
* Manage key project and partnering metrics for the SynBio FSP reporting requirements, e.g.: partnering demographics, gender and diversity, publication output, number of project types;
* Support and promote professional learning and development opportunities (internal and external) to Project Leaders and scientists deployed to the platform;
* Assist in establishment and management of new rounds of research projects and programs through open calls for applications, selection committee reviews and contracting of successful applicants;
* Ensure proponent roles and responsibilities on projects are clear to project team members;
* Liaise with internal teams in areas such as finance, administration, event management, contract management, communications, intellectual property management, and business development;
* Assist in management of routine contracting such as non-disclosure agreements and student agreements
* Manage or contribute to administrative projects or issues as necessary (e.g. scholarship program, visiting scientists, publication records)
* Maintain FSP databases, including spreadsheets, intranet/ document sharing sites, and other operational tools.
* Work with the FSP Director and Admin Assistant to coordinate organization of Annual SynBio FSP Workshop, including budget management, travel, registrations, enquires, catering, and communications.
* Other duties as directed.
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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed. Please address all prerequisites and selection criteria in your application*.**Essential criteria**1. A relevant scientific/engineering/management degree or equivalent experience in a similar technical domain.
2. A Certificate or tertiary qualification in Project Management or equivalent experience.
3. Proven project management ability, resulting in the successful delivery of complex projects with multiple stakeholders to time, budget and scope.
4. Excellent interpersonal skills, including high quality written and oral communication skills
5. Demonstrated ability to work effectively as part of a multi-disciplinary, dispersed project team, and to communicate with staff and stakeholders across a broad range of technical areas.
6. The ability to effectively manage a number of competing priorities simultaneously, and carry out non-routine tasks independently.

**Desirable criteria**1. Project/program management experience within a scientific or research and development organisation.

**CSIRO is a values based organisation. You will need to demonstrate behaviours aligned to our values of:**1. Integrity of Excellent Science
2. Trust & Respect
3. Creative Spirit
4. Delivering on Commitments
5. Health, Safety & Sustainability
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| **Other Information:** |
| **How to Apply**Please apply for this position online at <https://jobs.csiro.au/> and enter requisition number **60934**. Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’) Please load your CV (Maximum 2MB). You may also be required to respond to some screening questions.  If you experience difficulties applying online call 1300 984 220 for assistance. Outside Australian business hours please email: csiro-careers@csiro.au. **Referees**: Please provide contact details of two previous supervisor or academic/professional referees in your resume/CV. We will ask your permission before making contact. **Contact:** If after reading the selection documentation you require further information please contact Claudia Vickers by email at claudia.vickers@csiro.au or by phone at +61 405 340 350. Please do not email your application directly to Dr Vickers. 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.**About the SynBio FSP Future Science Platform** For more information, see the [Synthetic Biology FSP](https://research.csiro.au/synthetic-biology-fsp/) website. |