# Position Details

## Technical Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Site Operations Officer |
| Job Reference | 65024 |
| Tenure | Specified Term of 36 months  Full-time |
| Salary Range | AU$113,338 to AU$132,811 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Sneydes Road, Werribee |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Research Operations Manager |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Candice Sheldon via email at candice.sheldon@csiro.au or phone +61 2 6246 4943 |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

The role of Technical Staff in CSIRO is to provide support for scientific research in a diverse range of situations.

The Site Operations Officer is an important coordinating role at the Werribee Sneydes Road site within the CSIRO Agriculture and Food (A&F) Business Unit. The Support Officer will provide oversight of CSIRO activities for the Werribee site and other sites and supports the A&F Research Operations Manager and the broader research agenda of A&F.

The Werribee Sneydes Road site is A&F’s hub for Food science and food manufacturing research. The site comprises:

* A food processing pilot plant supporting both scientific research and supporting the food industry and small and medium enterprises (SMEs).
* Food science laboratories, including food safety facilities.
* A “food innovation hub” multipurpose facility for engagement of researchers with industry and SMEs.

It is expected that the Site Operations Officer will spend approximately:

* 70% of their time involved in activities supporting A&F at Werribee Sneydes Road, including partnering with CSIRO’s Business and Infrastructure Services (BI&S) and with the Health, Safety and Environment (HSE) team, contractor management and working with tenants and clients.
* 30% of their time involved in management of operations activities at other sites, including some travel.

### Duties and Key Result Areas:

* To support the Werribee site, and operation of the food processing pilot plant, by
  + Leading projects to provide A&F with the required infrastructure for the Werribee site, including food processing pilot plant, laboratories, industry engagement facilities and staff office accommodation.
  + Providing project management support for a scoping study and business case development for on-site infrastructure development.
  + Managing specific projects to improve the functioning of the site, including new technologies and digital options.
  + Coordinating building R&M with CSIRO’s business and infrastructure services section, both through proactive identification of required activities and in response to research staff requests.
  + Contributing to development and implementation of an efficient operating and cost recovery model for the pilot plant.
  + Managing the operating budget for the pilot plant, including liaising with CSIRO’s finance team and ensuring appropriate and efficient use of resources.
  + Fostering efficient, safe use and sharing of facilities on site by monitoring use of space and developing systems to manage storage.
  + Liaising with CSIRO’s HSE team and site staff to improve HSE outcomes for the site and foster a productive workplace culture with a strong focus on HSE and wellbeing.
  + Improving efficiency of servicing and R&M of shared scientific laboratory equipment (-80ºC freezers, laminar flow hoods, centrifuges, balances) by coordinating this centrally.
* Provide operational support at other A&F sites, as required.
* 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 procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

## **Required Competencies:**

* **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.
* **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.
* **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.
* **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.
* **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.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

## **Selection Criteria**

#### Essential

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

1. Relevant tertiary qualifications and/or equivalent relevant work experience in the food or a related manufacturing sector.
2. Qualifications and/or relevant experience in infrastructure or related project management, including knowledge of current project and change management methodologies.
3. Experience in working with a research organisation and managing relationships with researchers, external client users of a facility and other stakeholders.
4. Demonstrated ability to work effectively as part of a multi-disciplinary, regionally dispersed team, and carry out tasks autonomously in support of scientific research, including demonstrated ability and willingness to contribute novel ideas.
5. A demonstrated ability to work in fast paced work environment and ability to juggle competing demands.

## **Desirable:**

1. Experience in technical operation of a food processing facility (engineering or project manager)
2. Qualifications or experience in building design and construction projects, including familiarity with building engineering requirements
3. Knowledge of industry digitalisation that supports factory of the future
4. Demonstrated knowledge of regulatory requirements in relation to food processing and Biosecurity, ARPANSA, OGTR, SSBA in relation to laboratory activities.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

Include if relevant:

* The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* To be eligible for this position you must be physically able to undertake specific activities in the Food Processing Pilot Plant on the Werribee site {i.e. prolonged standing, heavy lifting, noise affected environment, working at heights or in enclosed spaces}

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