# Position Details

## Technical Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | MNF Voyage Delivery Coordinator |
| Job Reference | 67642 |
| Tenure | Indefinite |
| Salary Range | AU $98,735 to AU $106,848 (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Hobart TAS |
| 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 | MNF Science Operations Manager |
| Client Focus – Internal | 60% |
| Client Focus – External | 40% |
| Number of Direct Reports | 4 |
| Enquire about this job | Contact Matt Kimber, Science Operations Manager via email at [matt.kimber@csiro.au](mailto:matt.kimber@csiro.au) or phone +61 3 6232 5186 |
| 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 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.

**About the Marine National Facility**

Funded by the Australian Government since 1984, the Marine National Facility (MNF) provides a keystone element of the nation’s research infrastructure by providing the only blue-water research capability available to Australian marine researchers and their international collaborators for work in Australia’s vast marine estate. Access is provided through an independent and peer reviewed applications process focused on scientific and/or technical excellence, the potential to contribute to Australia’s national benefit and the ability of the research team. This ensures research undertaken through the MNF is specifically selected for excellence and contribution to Australia’s national benefit, and provides key information to government, industry and other stakeholders to support evidence-based decision-making focused on research challenges in fisheries management, geological resources, regional and global climate, coastal and offshore developments and marine operations.

Owned and operated by CSIRO and overseen by an independent Steering Committee, the MNF is managed as a CSIRO Business Unit through a small team in Hobart known as the Ship Management Group. Led by the MNF Director, the Ship Management Group is responsible for governance committee support and policy development. The team manages a marine industry ship management contract for the crewing and maintenance of RV *Investigator* and a service level agreement within CSIRO for the provision of technical support and data management for MNF scientific equipment. Major functions include the management of an independent applications for sea time process, ship scheduling and the operational planning, implementation and oversight of MNF multi-disciplinary blue-water marine research voyages.

**The Role**

The Voyage Delivery Coordinator (VDC) will work as part of the Ships Management Group in the Operations Team to manage multi-disciplinary blue-water research voyages on the RV *Investigator*. They will work collaboratively with the MNF Ship Management Group, vessel users and the ship management contractor to deliver safe and effective research voyages and continuous improvement practices across this complex project management landscape.

The position will have direct supervision of a team of four Voyage Operations Managers who are responsible for planning and supporting voyages for the safe and effective operation of the Marine National Facility (MNF). As part of this role the VDC will also have a hand in the planning and delivery of research voyages. This position strongly centres around collaboration and requires a highly organised, outcome driven individual with strong team management skills.

The role will involve travel with the ability to operate effectively at sea for extended durations. The position is Hobart based due to significant engagement across multiple stakeholder groups and reports to the Science Operations Manager.

### Duties and Key Result Areas:

**As part of a dynamic and flexible team, under specific direction the MNF Science Operations Manager, the Voyage Delivery Coordinator will:**

* Manage a team of Voyage Operations Managers (VOM) and their voyage planning and execution activities.
* Develop and implement training programs for VOMs to ensure professional and consistent service delivery.
* Maintain a trained and approved Voyage Managers Pool, ensuring high quality voyage management services under an increased time-at-sea scenario.
* Develop and implement a quality assurance quality control program for voyage planning processes and execution of voyage planning activities.
* Work with the Business Improvement Coordinator to support a continuous improvement process within MNF Operations to best deliver on the complex voyage landscape.
* Support the Science Operations Manager during the primary and final scheduling process including Supplementary assessments; help maintain voyage schedules including changes and updates as required.
* Provide advice and support to the VOM where required.
* Act as primary contact for O&A support staff with regard to any voyage planning issues and to manage the implementation of an MNF/ET voyage planning process to ensure objectives can be met.
* Support a range of MNF working groups and committees through attendance and provision of guidance and advice.
* Provide advice and solutions to technical challenges that arise during the planning and execution of research voyages.
* Execute the role of VOM/VM on designated voyages as required. NOTE: Whilst there will be a need to act as VM to maintain skills and contact with the role and ship this will be a reduced seagoing role.
* Fulfil the role of Science Operations Manager as required.
* 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.

**Marine Medical services Stakeholder Relationship**

* Act as the primary contact for the marine medical services contract for all participant medicals and management of any issues that may arise.

## **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:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.
* **Resource Management/Leadership:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
* **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

## **Selection Criteria**

#### Essential

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

1. Experience and knowledge of the conduct of marine research and working on marine research vessels.
2. Demonstrated ability to collaborate in a dynamic team environment and influence and lead a team to effectively to safely deliver successful outcomes necessary to support research voyages;
3. Implementation of effective training framework for personnel to ensure their continued development.
4. Experience in implementing continuous improvement and quality assurance quality control framework to ensure professional and consistent service delivery.
5. Superior oral and written communication, interpersonal and conflict resolution skills to engage with a wide range of internal and external stakeholders.
6. Process driven and have highly developed organisational abilities; be able to negotiate safe, effective and efficient operational outcomes, with demonstrated aptitude to apply policy and sound judgement when resolving personnel challenges.
7. Ability to manage complex and competing work objectives, managing competing priorities to meet voyage objectives.
8. Knowledge of and the ability to apply HSE policies and procedures applicable to both CSIRO and the research vessel (through the appointed ship management company).

Special Requirements

Appointment to this role will be subject to the following requirements:

* The successful candidate will be required to obtain a Maritime Security Identification Card.
* The successful candidate will be required to undertake and pass a voyage medical.
* The successful candidate will be required to complete sea survival and safety training
* The successful candidate will need to have the willingness and demonstrated ability to travel extensively and go to sea in order to provide operational support in domestic or foreign ports and voyages.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!