Project Manager (Technology R&D)

Role summary for potential applicants

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| Advertised Job Title**:** | Project Manager (Technology R&D) |
| Reference Number**:** | 43341 |
| Salary Range: | AUD $92,591 - $100,199 plus up to 15.4% superannuation |
| Location**:** | Sydney, NSW with occasional interstate travel. |
| Tenure: | Specified term of 12 months |
| Relocation assistance**:** | Will be provided to the successful candidate if required |
| Applications are open to: | Australian/New Zealand Citizens and Permanent Residents only |
| **Functional Area:** | Administrative Services |
| **% Client Focus - Internal:** | 10 |
| **% Client Focus - External:** | 90 |
| Reports to the: | Program Director – Engineering and Design |
| Number of Direct Reports: | 0 |

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| **Role Overview:** |
| Data61 is the largest data innovation group in Australia. Bringing together CSIRO's Productivity team and National ICT Australia (NICTA), we are unrivalled in our intellectual capital and our network with the global technology marketplace. The combined group bring together approximately 600 research staff working in digital technologies to create benefit for Australia. Data61 continue to develop Australia's future leaders with its strong 300+ PhD student program in collaboration with our best universities across Australia.  Data61 is looking for an experienced project manager to manage the agile delivery of a number of technology R&D projects for its clients.  In this role, you will work closely with researchers, business teams, software engineers and user experience designers to deepen engagements with key clients. This is not a traditional *project manager* role (managing Gantt charts and chasing people to make sure they will meet the estimate they gave), nor is it simply an Agile role like *scrum master*, *product owner* or *agile coach*. While these activities will be part of your toolkit, the role will be focussed on client interaction, removing barriers and working with the team to deliver. We are looking for an experienced, client-focused project manager who is self-motivated and can manage the complexity and ambiguity of projects in a research and development organisation. |

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| **Duties and Key Result Areas:** |
| * Be the key liaison point for discussions with clients throughout the project (projects are typically conducted using an agile approach and frequent client involvement is critical to success) * Manage project deliverables and milestones, which include software, hardware and data analysis reports * Oversee delivery of service level agreements for operational web services * Manage project timelines and agile boards (with input from project staff, clients and other stakeholders) * Provide progress reports for management and clients * Manage the measurement of project success or otherwise (including managing the setting of indicators of success, monitoring the project while underway and including results in reports) * Coordinate (and chair, if appropriate) project meetings, including meetings with clients, workshops and technical discussion meetings * Ensure roles on the project are clear to project team members * Manage project staff allocation and project finances using internal systems * Manage supplier relationships, including supplier contracts * Liaise with internal teams in areas such as business development, product management, legal, user experience, research and engineering * Contribute to Data61’s engineering discipline by improving use of software development tools, practices and culture * Maintain high ethical and performance standards * Other duties as directed. |

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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed*  ***Pre-Requisites:***   * **Education/Qualifications:** A relevant certificate or tertiary qualification in a relevant discipline, such as computer science or engineeringand/or equivalent management/leadership experience. * **Communication:** Excellent written and oral communication skills, including the ability to clearly and succinctly convey information and ideas to individuals and groups. * **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment. * **Adaptability:** Demonstrated ability to deal with ambiguity and adapt to changing circumstances and new responsibilities. * **Problem Solving:** Proven ability to investigate underlying issues of complex and ill-defined problems and develop appropriate responses through abstract thinking and using creative solutions.   ***Essential criteria***   1. A strong customer-oriented attitude and the ability to build rapport with clients. 2. Experience managing a diverse range of projects. 3. Ability to quickly learn technology concepts in the relevant project domain. 4. A high degree of initiative and the ability to perform in dynamic environments. 5. Excellent oral and written communication skills. 6. Excellent interpersonal skills, including the ability to consult and negotiate with a wide range of stakeholders to achieve consensus. 7. Willingness to comply with company Equal Opportunity and Occupational Health and Safety policies.   ***Desirable criteria***   * Experience managing technology development projects using Agile methodologies * Project management qualifications * Experience working in a scientific or research and development organisation   Data61 is a values based organisation. Our leaders will be expected to demonstrate the following values:   1. **Hierarchy**: Country, Company, Team, Individual 2. **Openness**: Open debate, collaboration, full commitment 3. **Learning**: Calculated risks, institutionalise learning, fast cadence 4. **Impact**: Tackle hard problems, create the future, focus on outcomes 5. **Stewardship**: Lead, make each function and co. stronger over time |

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| **Other Information:** |
| **How to Apply**  Please apply for this position online at [www.csiro.au/careers](http://www.csiro.au/careers). You will need to upload your cover letter and resume/CV as ONE document, expressing your interest in the role and broadly addressing your suitability. Please provide sufficient relevant information to enable the selection panel to assess your suitability. Should your application proceeds to the next step, you may be asked to provide additional information.  If you experience difficulties applying online call 1300 984 220 and someone will be able to assist you. Outside business hours please email: [csiro-careers@csiro.au](mailto:csiro-careers@csiro.au)  **Referees**:  If you do not already have the names and contact details of two previous supervisors or academic/ professional referees included in your resume/CV please add these before uploading your CV.  **Contact:** If after reading the selection documentation you require further information please contact:  Melody Allman via email: [melody.allman@data61.csiro.au](mailto:melody.allman@data61.csiro.au) or phone: 02 9490 5671. Please do not email your application directly. 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](http://www.csiro.au).  **Data61** is the largest data innovation group in Australia. Bringing together our Digital Productivity team and National ICT Australia (NICTA), we are unrivalled in our intellectual capital and our network with the global technology marketplace. Find out more! <http://www.csiro.au/en/Research/D61> |