# Technical Services – CSOF6

Role summary for potential applicants

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| Advertised Job Title**:** | Senior Technical Lead |
| Reference Number**:** | 58184 |
| Classification**:** | CSOF6 |
| Salary Range: | AU $111,663 to AU $130,848 plus up to 15.4% superannuation |
| Location**:** | Clayton, VIC or Yarralumla, ACT or North Ryde, NSW |
| Tenure: | Indefinite |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | Australian Citizens Only |
| Functional Area**:** | Technical Services |
| Number of direct reports: | 0 |
| Reports to the: | Team Leader |

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| **Role Overview:** |
| CSIRO's Information and Technology (IM&T) division is embarking on an ambitious portfolio of work designed to support the organisations strategy to 2020. Underpinning the portfolio is a desire for staff to have seamless, secure access to tools, systems and processes that back the delivery of world class science.  As a **Senior Technical Lead,** you will be the technical lead for an enterprise scale Office 365 implementation project. This will include the planning, developing, and implementation of services including but not limited to: Exchange Hybrid, SharePoint Online, Yammer, OneDrive, Teams, and Intune*.*  In this position, you will be required to work with the project team members as well as geographically and technically distributed teams, across the architecture model to grow and develop capabilities.  **Security Clearance**: This is a security assessed position and the successful applicant will be required to obtain and maintain a security clearance of NV1 (SECRET). |

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| **Duties and Key Result Areas:** |
| * Lead the implementation of technical deliverables of the Office 365 project * Provide guidance to the project regarding technical activities, scheduling and resource requirements * Provide guidance on configuration for user experience * Provide guidance for functional testing * Work collaboratively with engineers, system administrators, business analysts, technical leaders, external vendors and testers to complete project and BAU deliverables * Lead the development and implementation of the Governance and Security Model of Office 365 * Provide specialist advice to operational teams for support and maintenance of relevant technologies * Provide support to your team leader in the form as a 2IC and assist in budget and service planning activities * Liaising with technical staff across the support model and/or external service providers to resolve incidents * Co-ordinate and produce as-built solution designs and configuration documentation. * Keep up-to-date with emerging IT trends and standards via formal and informal training to ensure an appropriate technical direction for the organisation. * Identify and document technical training requirements for operational teams to ensure service sustainability and growth are maximized * Contribute positively to stimulate and promote a team approach, and develop sound working relationships with system business owners * Coaching and mentoring of fellow team members |

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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed*  ***Pre-Requisites:***   * **Education/Qualifications:** 5+ years’ experience in planning, developing, and implementing Office 365 coupled with relevant tertiary experience. * **Security clearance:** currently hold or have the ability to obtain a security clearance of NV1 (SECRET). * **Communication:** Ability to communicate in a fluent and courteous manner, both orally and in writing, offering factual information supported by proven data, and providing appropriate feedback when required. * **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment. * **Adaptability:** The ability to effectively manage a number of competing priorities simultaneously, and carry out non-routine tasks under technical direction from Senior Technical/Research staff. * **Problem Solving:** Proven ability to investigate routine problems by identifying and considering the implications of a range of available alternative solutions.   ***Essential Criteria:***   1. Significant experience planning, designing, and implementing the following technologies at an enterprise scale:    * Office 365 Administration    * Exchange Online    * SharePoint Online    * Yammer    * OneDrive    * Teams    * Intune 2. Demonstrated experience utilising automation frameworks for maintaining and administering the above technologies. 3. Demonstrated leadership experience in planning, designing and implementing of enterprise scale infrastructure solutions. 4. Demonstrated ability in providing technical advice to team members, management and clients. 5. Demonstrated ability in coaching and mentoring of junior staff. 6. Excellent communication skills, including an ability to work collaboratively across multi-disciplinary, geographically disperse teams. 7. Demonstrated knowledge, understanding and commitment to principles of Workplace Diversity; Equal Employment Opportunity; Occupational Health, Safety and Environment; and Employee Participation.   ***Desirable Criteria:***   1. Significant experience planning, designing, and implementing the following Messaging technologies:  * Cisco Ironports * Mailman   **CSIRO is a values based organisation. You will need to demonstrate behaviours aligned to our values of:**   * Integrity of Excellent Science * Trust & Respect * Creative Spirit * Delivering on Commitments * Health, Safety & Sustainability   ***Other special requirements:***  This is a security assessed position. To be eligible for this position you will currently hold, or will have the ability to obtain, an Australian Government security clearance level of Negative Vetting 1 (SECRET). |

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| **Other Information:** |
| **How to Apply**  Internal (CSIRO) candidates should apply for this position via the “Recruitment” link in SAP (choose “Jobs Central” and enter the Reference/Requisition Number). Your application should comprise one document which incorporates the latest version of your CV plus a covering letter outlining your motivations for applying and highlighting your experience as relevant to the role requirements (uploaded under “Resume & Cover Letter”).  At any stage during the recruitment process, you may be asked to provide additional information (online) relevant to the selection criteria. If so, then responding will enhance your application so please take the time to provide relevant succinct answers. Applicants who do not provide the information when requested may not be considered.  If you experience difficulties applying online please call 1300 984 220 and someone will be able to assist you. Outside business hours please email: [careers.online@csiro.au](mailto:careers.online@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:  Mr Kosta Karageorgiouvia email: Kosta.Karageorgiou@csiro.au or phone: +61 3 9545 2973  Please do not email your application directly to Mr Karageorgiou. Applications received via this method will not be considered.  **About CSIRO**  At CSIRO, we do the extraordinary every day. We innovate for tomorrow and help improve today – for our customers, all Australians and the world.  Our innovations contribute billions of dollars to the Australian economy every year. As the largest patent holder in the nation, our vast wealth of intellectual property has led to more than 150 spin-off companies.  With more than 5,000 experts and a burning desire to get things done, we are Australia’s catalyst for innovation.  CSIRO. We imagine. We collaborate. We innovate.  Find out more! [www.csiro.au](http://www.csiro.au).  **CSIRO Information Management and Technology (IM&T)** is committed to introducing and maintaining up-to-date, quality information services in support of CSIRO’s strategic objectives. Ongoing business engagement maintains strong connections between IM&T and CSIRO’s research areas so that our services are closely aligned with CSIRO’s strategic objectives, and forms the basis for IM&T’s annual Operational Plans. |