# Position Details

## Administrative Services- CSOF6

|  |
| --- |
| The following information is for applicants |
| Advertised Job Title | Site Entity Deputy - stakeholder & communications |
| Job Reference | 66341 |
| Tenure | Specified Term of 5 years, Full-time |
| Salary Range | AU$113,338 to AU$132,811 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Perth, WA |
| 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 | MRO Site Entity Leader |
| Client Focus – Internal | 30% |
| Client Focus – External | 70% |
| Number of Direct Reports | 2 |
| Enquire about this job | Contact via email Rebecca.wheadon@csiro.au or phone +61 8 643 68932 |
| 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 or call 1300 984 220. |

### Role Overview

CSIRO is playing a lead role in the development of the world’s largest radio observatory, the Square Kilometre Array (SKA), which will be co-located in Australia. The SKA will address fundamental unanswered questions about our Universe including how the first stars and galaxies formed after the big bang, how dark energy is accelerating the expansion of the Universe the nature of gravity, and the search for life beyond Earth.

The SKA-Low telescope will be built at CSIRO’s Murchison Radio-astronomy Observatory (MRO) in Western Australia. The MRO is a world-class radio observatory that already hosts telescopes including the Australian Square Kilometre Array Pathfinder and the Murchison Widefield Array. The Deputy Leader for the MRO Site Entity will have particular responsibility for stakeholder management.

You will work closely with the Site Entity Leader and other managers in CSIRO, as well as with our key stakeholder communities ranging from specific local Western Australian stakeholders to the global astronomy community. You will ensure the engagement needs of CSIRO, the Australian Government and the SKA Observatory are met in a timely and coordinated fashion, supporting partner relationships and enhancing CSIRO's reputation.

Ensure that the relevant communities are supported and engaged with developments at the Murchison Radio-astronomy Observatory, including progress in the design and development of SKA1-Low. CASS is committed to adhering to family friendly policies and supports a flexible working environment.

## Administrative staff in CSIRO provides administrative and management services to support the effective provision of research and development activities. This involves the development and implementation and/or administration of policies, systems and procedures that assist the organisation and the business units to achieve their objectives and meet Government and regulatory responsibilities.

### Duties and Key Result Areas:

* Ensure collaborative relationships with key project stakeholders are developed and maintained, working proactively and strategically to plan and deliver outstanding engagement by relevant CSIRO and SKAO staff.
* Work with the Site Entity Leader and the CASS Executive Team to set priorities in stakeholder management.
* Liaise closely with the operations teams for the telescopes at the MRO in order to support stakeholder engagement and outreach.
* Lead arrangements for stakeholder visits to the MRO, which may include VIPs, local community stakeholders, members of the radio astronomy community and journalists. This will include managing MRO open days.
* Build a strong network that facilitates stakeholders to engage with the MRO as the world’s premier radio quiet site.
* Provide and analyse relevant SKA and MRO information in order to support strategic and operational decision making.
* Manage communication activities for the Site Entity and work collaboratively and strategically with the CSIRO communication team on delivering projects related to the MRO and SKA.
* 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’s 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. Tertiary qualification in Marketing, Communication, and/or Science/Engineering or equivalent experience.
2. Demonstrated stakeholder management skills in a complex, multifaceted environment, ideally in a scientific, research or R&D organisation.
3. Excellent interpersonal, written and oral communication skills for establishing and maintaining relationships with a wide range of stakeholders, including the ability to match communication style to the audience.
4. Demonstrated experience and understanding of communication activities in a complex environment
5. Experience in people management, building a strong and cohesive team and developing staff.
6. Strong project management skills, meeting deadlines and managing an overlapping and complex set of deliverables with a range of timescales.
7. A proven ability to develop and deliver effective solutions to difficult issues, building a coalition of support and maintaining long-term relationships

## **Desirable:**

1. A demonstrated understanding and interest in the physical sciences, especially astronomy.
2. A demonstrated understanding of stakeholder relationships in remote locations.
3. Experience working in international projects.

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.

## **About CSIRO:**

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