Astronomy Australia Ltd.

AAL POSITION DESCRIPTION

Program Manager

Reporting to: Director of Operations
Hours: Full-time (part-time available upon request)
Term of Employment: One-year contract with possible renewal
Location: Hawthorn, Victoria (other locations within Australia are negotiable)
Salary: $100,000 – $120,000 + superannuation

Astronomy Australia Limited

Astronomy Australia Ltd (AAL) manages the astronomy program of the National Collaborative Research Infrastructure Strategy (NCRIS). AAL is a not-for-profit company whose members are Australian universities and research organisations with a significant astronomical research capability.

Our vision is that Australian astronomy is world leading and publicly valued. Our mission is to facilitate access for Australian-based astronomers to the best research infrastructure, encourage the sharing of astronomical technical capabilities to maximise their value to the nation, and inspire Australians with these astronomical achievements.

The Melbourne office of AAL is located on the Hawthorn campus of Swinburne University of Technology, close to public transport, approximately 6 km east of Melbourne's CBD. This role is based within the Melbourne team, although AAL is open to considering other locations within Australia.

AAL offers relaxed, flexible, family-friendly work arrangements. Under current COVID-19 restrictions, AAL staff are predominantly working from home.

Position summary

The Program Manager will be part of a team that has responsibility for overseeing a range of research infrastructure projects and facilities involving astronomical observatories and high performance computers. The successful applicant will primarily be involved in the data and computing infrastructure portfolio under the guidance of a Senior Program Manager.

Duties:

- Project oversight
- Data and computing initiatives
- Stakeholder communications

Travel requirement: interstate travel may be required.

No staff supervision is required. As AAL is a small company, all members of staff are expected to spend some of their time assisting with general operations.

Statement of duties

Project Oversight

The Program Manager will be responsible for overseeing a number of data and computing research infrastructure projects. Responsibilities will include:

- Negotiating and agreeing project descriptions, milestones and budgets with lead agent(s).
- Monitoring project progress against milestones, finances and KPIs
- Maintaining a customer focus by ensuring the delivery of research infrastructure projects that astronomers will want to use;
- Reporting regularly on project progress to the relevant advisory committees, AAL Board and other stakeholders; and,
- Identifying and escalating risks and changes to senior management.

Data and computing initiatives

The Program Manager will be involved in a number of national astronomy data and computing initiatives, such as:

- Operation of the All-Sky Virtual Observatory;
- Operation of Astronomy Data and Computing Services; and,
- Development of national data centres, for example, the Gravitational Wave Data Centre.

Stakeholder Communications

AAL's stakeholders include Australian based astronomers and the Australian Government. The Program Manager will be responsible for:

- Providing program-level reports for the Australian Government;
- Demonstrating to stakeholders that AAL is successfully addressing the Australian Government's innovation agenda; and,
- Supporting the AAL initiative to connect astronomers with industry.

Experience and qualifications

The successful candidate will require the essential skills, experience and qualifications below.

Essential

1. Bachelor degree in computing, astronomy, or another relevant science degree.
2. Project management experience for large and complex initiatives.
3. Ability to develop relationships and influence a range of stakeholders.
4. A high standard of written and oral communication skills.
5. Initiative and the ability to work independently to strict deadlines.
6. Ability to organise and prioritise multiple tasks, solve problems, and work with interruptions.
7. Successfully working in a small diverse team across multiple locations.

Desirable experience

8. Postgraduate qualification in computing, astronomy, or another relevant scientific discipline.
9. Exposure to major research infrastructure facilities.
10. Working with Australian Government funded projects.
11. Working in a small not-for-profit company.