

## Program Manager

Reporting to:	Senior Program Manager
Hours:	Full-time (part-time available upon request)
Term of Employment:	One-year contract with possible renewal
Salary range:	\$80k-\$110k + Super
Location:	Macquarie Park, NSW
Applications close:	9AM AEDT 15th November 2018

## Astronomy Australia Limited

[Astronomy Australia Ltd \(AAL\)](#) is a not-for-profit company whose members are all the Australian universities and research organisations with a significant astronomical research capability.

Our vision is that Australian-based astronomers will have access to the best astronomical research infrastructure. AAL will achieve this vision by engaging with astronomers, advising the Australian Government on astronomy research infrastructure, and over-seeing resultant projects.

AAL is committed to equity and diversity, and endeavours to create an environment in which every individual is treated with dignity and respect.

AAL is located alongside the Department of Physics and Astronomy at Macquarie University. We offer a relaxed, flexible, family-friendly environment.

## Position summary

The Program Manager will oversee several research infrastructure projects and facilities, and assist with the management of the grants funding those activities.

Duties:

- Oversight of AAL-funded projects
- Support AAL's oversight of the Anglo-Australian Telescope
- Stakeholder communications

Travel required: Approximately four interstate trips per year.

Staff supervision required: None

**Note:** As AAL is a small company, all members of staff are expected to spend some of their time assisting with general operations.

For more information on this position please contact Mita Brierley, Senior Program Manager, on 02 9850 6371 or [mita.brierley@astronomyaustralia.org.au](mailto:mita.brierley@astronomyaustralia.org.au).

To apply for this position, please submit a covering letter addressing the required experience and qualifications, along with a resume, via email to [mita.brierley@astronomyaustralia.org.au](mailto:mita.brierley@astronomyaustralia.org.au) by 9AM AEDT 15th November 2018.

## **Statement of duties**

### **Oversight of AAL-funded projects**

AAL manages several astronomical research infrastructure grants and occasionally applies for new grants. The Program Manager will be responsible for several research infrastructure projects.

- Act as AAL's primary contact for those projects;
- Critically assess project progress against milestones and budget;
- Participate in the drafting of funding agreements and subcontracts;
- Support the development of funding proposals and investment plans.

### **Support AAL's oversight of the Anglo-Australian Telescope**

AAL manages a consortium of thirteen universities which funds the operations of the Anglo-Australian Telescope (AAT). That consortium is governed by the AAT Council and the telescope is operated by the Australian National University. The Program Manager will be responsible for several AAT activities.

- Primary contact and technical secretary for AAT committees;
- Critically assess AAT output against key performance criteria;
- Coordinate reporting between AAL, ANU and AAT Council.

### **Stakeholder communications**

AAL's stakeholders include astronomers and the Australian Government.

- Support the writing of grant reports for funding bodies, including progress reports and Annual Business Plans;
- Liaise with astronomers to identify needs that can be addressed via the provision of research infrastructure.

## **Experience and qualifications**

### **Essential**

1. STEM degree.
2. Ability to liaise with users to identify research infrastructure needs.
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. Advanced organisational ability and problem solving skills.

### **Desirable**

7. Background in physics or astronomy.
8. Post-graduate qualification.
9. Experience with major research facilities.
10. Project management experience.