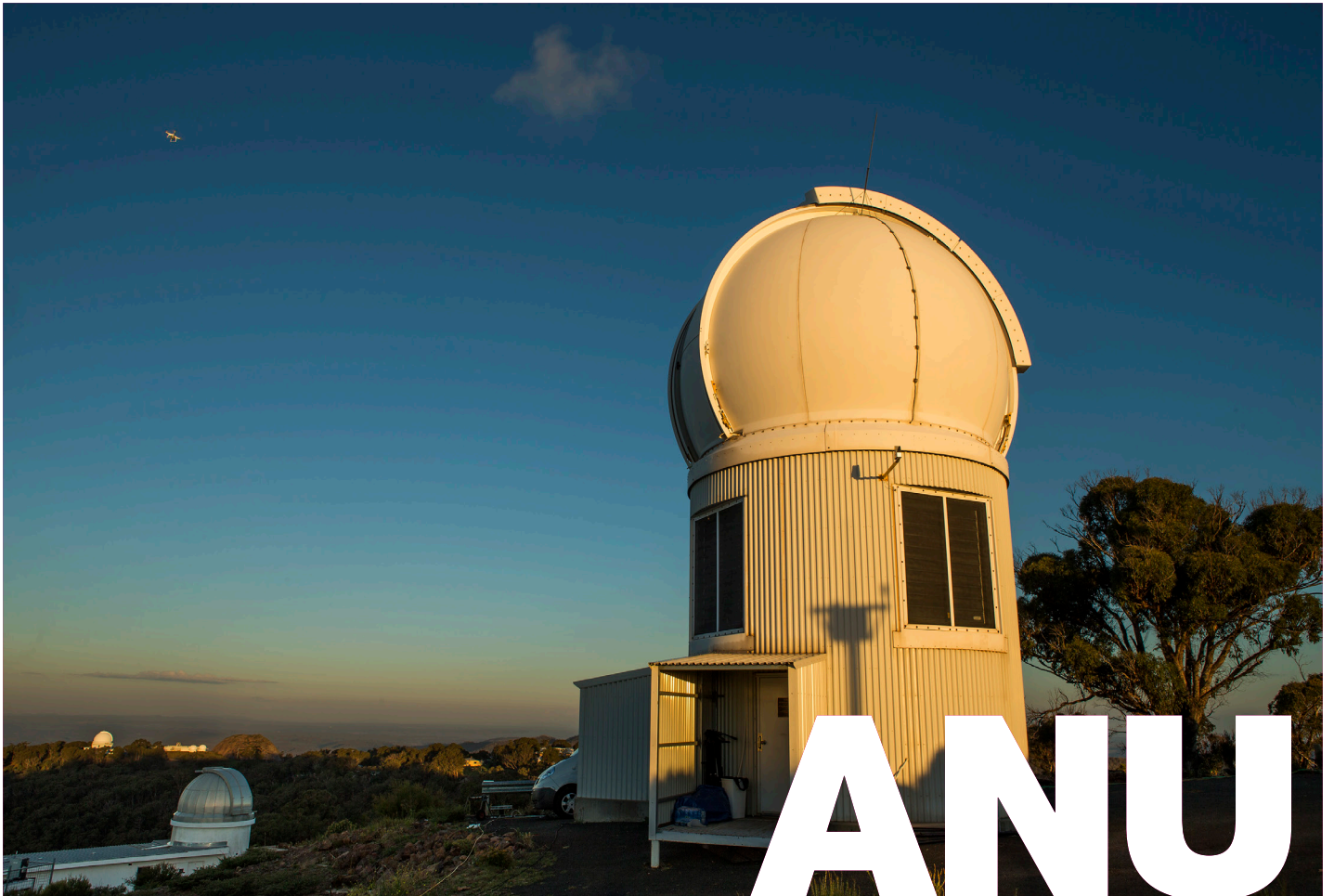




Australian
National
University



INFORMATION FOR CANDIDATES
FOR THE POSITION OF
OBSERVATORY MANAGER
SIDING SPRING OBSERVATORY

Closing date: Sunday 29 March 2020

ANU College of
SCIENCE

CONTENTS

Message from the Director	1
The University	2
Siding Spring Observatory	3
About the role	4
Role Statement and Selection Criteria	5
Why choose Coonabarabran?	6
How to apply	7



MESSAGE FROM THE DIRECTOR

The Research School of Astronomy and Astrophysics (RSAA) at the Australian National University (ANU) is a world-class institution that aims to provide its staff and students with a superb environment for learning, teaching and research.

One of our key facilities, making us unique in Australia, is Siding Spring Observatory (SSO), the only large professional optical observatory in the country. SSO hosts the 3.9-metre Anglo-Australian Telescope (which we operate on behalf of a national consortium) as well as our own research telescopes (the ANU 2.3-metre, the 1.3-metre SkyMapper survey imaging telescope, and the 1.2-metre UK Schmidt Telescope for spectroscopic surveys) and a wide array of other small-to-medium telescopes operated by other groups and commercial companies.

We are looking for an observatory manager to run Siding Spring Observatory on a day-to-day basis, reporting to the SSO Director, A/Prof. Chris Lidman. This is a great job for someone who loves astronomy and telescopes and has experience in managing a highly professional and dedicated engineering and technical team.

This booklet tells you about the position, about ANU, RSAA and SSO, and about Coonabarabran, which is a picturesque and liveable town. If you would like more information, please contact me at director.rsaa@anu.edu.au.



Professor Matthew Colless

Director, Research School of Astronomy and Astrophysics
The Australian National University



THE UNIVERSITY

The Australian National University (ANU) is one of the world's foremost research universities.

Distinguished by its relentless pursuit of excellence, the University attracts leading academics and outstanding students from Australia and around the world.

Further information about ANU can be found at: <http://www.anu.edu.au/about>.

History

The University was established by the Commonwealth Parliament in 1946 specifically to lead the development of the intellectual capacity of the nation through research and research training in line with the best international standards. It is the only Australian university established by a Commonwealth Act of Parliament. In 1960, the University accepted responsibility for undergraduate education along with an expectation that the highest standards of education would be achieved.

Scale

The University has 4,300 staff, 10,286 undergraduates and 6,925 postgraduate students. Its annual revenue exceeds \$1.0 billion and consolidated assets are worth \$2.5 billion.

Partnerships

The University has strong links with leading research institutions in Australia and overseas. It is a founding member of the International Alliance of Research Universities, a co-operative network of 10 eminent international research-intensive universities which includes:

- > University of Cambridge
- > University of Oxford
- > University of California, Berkeley
- > Yale University
- > Peking University
- > National University of Singapore
- > University of Tokyo
- > University of Copenhagen

Research-intensive education

As the specially-chartered national university, the University conducts research at the highest levels in all of its colleges, and offers a unique research led education to undergraduate and postgraduate students as well as postdoctoral fellows.

The University advances the national intellectual and creative capacity in three key ways:

1. Through broad-based research and research-intensive education in the disciplines fundamental to all knowledge: the humanities, the sciences and the social sciences,
2. By supporting research and research-intensive education in a spectrum of professional disciplines, and
3. By studying Australia in its various contexts.

It is the aim of the University to achieve its objectives by creating an inspirational working environment for all its staff, students and visitors.

In each of its endeavours, the University strives to achieve at the levels of the world's great universities.

Location

The University campus has over 200 buildings and occupies 145 hectares adjacent to the city centre of Canberra. The University also has a number of smaller campuses:

- > Mount Stromlo Observatory (west of Canberra)
- > Siding Spring Observatory (near Coonabarabran, western New South Wales)
- > North Australia Research Unit (Darwin, Northern Territory)
- > Kioloa (coastal campus near Bawley Point, on the New South Wales South Coast)
- > ANU Medical School – The Canberra Hospital campus
- > ANU Medical School – Calvary Hospital
- > Health Facilities in South East New South Wales



SIDING SPRING OBSERVATORY

Siding Spring Observatory (SSO), on the edge of the Warrumbungle National Park near Coonabarabran, NSW, is Australia's premier optical and infrared astronomical observatory.

The Australian National University's Research School of Astronomy and Astrophysics (RSAA) operates its research telescopes, and hosts those of other institutions at this spectacular location next to the picturesque Warrumbungle National Park.

You can learn more about the various telescopes and organisations that own and run them by visiting the SSO web pages: <http://www.sidingspringobservatory.com.au>.

SSO is Australia's largest optical astronomical observatory and is home to Australia's largest optical telescope, the 3.9-metre Anglo-Australian Telescope, the ANU 2.3-metre Advanced Technology Telescope, the ANU SkyMapper 1.3-metre telescope, and several other telescopes from national and international organisations.

Research carried out at SSO is varied, from probing the depths of the cosmos in search of "Dark Energy" to searching the Milky Way for other planets and signs of life.

Nearly every night there's something new being done, and new discoveries being made.

There are currently around 30 employees at SSO. They are employed in a wide range of jobs such as mechanical, electrical and software engineers and technicians, plus administrators, grounds staff, and service staff.



ABOUT THE ROLE

Purpose Statement

The SSO Observatory Manager is responsible for the development and delivery of operations at the telescopes owned and operated by the ANU at SSO and provides effective management and leadership for all personnel working on these telescopes, ensuring the highest standards are maintained in relation to work health and safety (WH&S), quality control, planning and administration.

Position Dimentions & Relationships

The Observatory Manager reports to the SSO Director, and is responsive to the RSAA School Manager. The Observatory Manager is responsible for the operational and technical management of the ANU-operated telescopes at SSO, the staff and the use of the facilities at SSO by ANU research academics and the national and international research community. The position also provides specialised advice to project and technical teams.

The Observatory Manager is required to liaise with external clients and stakeholders, prepare services quotes and tender bids, and maintain positive relationships with external organisations.

A close working relationship is required with ANU Facilities and Services, other SSO tenants, and RSAA academic and professional staff located at Mount Stromlo.



ROLE STATEMENT & SELECTION CRITERIA

Role Statement

Under broad direction, the SSO Observatory Manager will:

- Lead and manage the provision of operational services at ANU owned and operated facilities at SSO including the direct supervision of multiple service teams, to ensure the effective, efficient and timely provision of appropriate services as necessary to support the delivery of the ANU's operations program.
- Supervise all staff within the SSO operations team supporting career development and knowledge sharing, and managing performance.
- Develop and manage the completion of an equipment maintenance and renewal program, ensuring all ad-hoc faults and repairs of the telescopes and dome drives, ancillary equipment and buildings are efficiently managed to minimise impact on telescope operations.
- Facilitate and support the implementation of University policies, procedures and guidelines to enable legislative and University compliance; including ensuring appropriate quality assurance standards, a comprehensive risk management framework, and business continuity plans are in place.
- Significantly contribute to the design improvement of telescope, instrumentation and ancillary equipment.
- Manage the operational budget of the SSO operations team, monitoring resource allocation and usage of the facility, and ensuring planned projects are adequately resourced and delivered on time and within budget.
- Develop service quotes and project budgets, resourcing requirements and project schedule for new and active projects and bids.
- Manage relationships with internal and external users of the ANU operated facilities at SSO, this includes Government organisations, universities, commercial companies and not-for-profit sector.
- Lead and manage the development and continuous review of technical documentation and standard operating procedures at the ANU operated facilities at SSO.
- Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
- Perform other duties as requested, consistent with the classification level of the position and in line with the principle of multi-skilling.

Selection Criteria

1. Postgraduate management qualifications, or equivalent technical qualifications, with demonstrated experience in high level leadership and management; or an equivalent combination of experience and training.
2. Proven extensive experience and technical knowledge in an astronomical/scientific environment.
3. Proven experience in achieving significant objectives and programs and successfully managing projects through to completion, on time and on budget.
4. Demonstrated ability to build, lead and manage effective teams to provide consistent and continuously improving operational practices and timely delivery of quality services to multiple stakeholders.
5. Demonstrated high-level problem solving skills to manage issues and broker solutions that arise in the complex domains of research, operations and administration.
6. High level of interpersonal, liaison and negotiation skills with demonstrated effective communication skills and experience reporting to senior management, preparing and presenting clear and concise reports, briefings and correspondence.
7. Excellent negotiation skills and influencing skills with the proven ability to build and maintain effective working relationships with internal and external stakeholders.
8. A demonstrated high-level of understanding of equal opportunity principles and occupational health and safety in the workplace and a commitment to the application of these principles in a university context.

WHY CHOOSE COONABARABRAN?

About Coonabarabran

Coonabarabran is the stargazing capital of Australia. The small country town by the Castlereagh River is on the edge of the iconic Warrumbungle National Park. An ancient volcanic mountain range creates a spectacularly jagged backdrop in the national park, the first Dark Sky Park in Australia.

There are a variety of unique events held in the Warrumbungle Region throughout the year. From celebrating the region's love of astronomy to hosting concerts in some of Australia's most stunning scenery, you will find everything from 150 year old horse events to bush poetry celebrations. The Warrumbungle Region really has an event for everyone.

Some of the top attractions to visit in Coonabarabran:

Warrumbungle National Park

Siding Spring Observatory

Sandstone Caves

Breadknife and Grand High Tops walk

Piliga Pottery & Farmstay

Coonabarabran is about 500 kilometres north west of Sydney. Most people travel to Coonabarabran either by air or car. While there are no direct flights to Coonabarabran, you can fly into the regional centres of Dubbo and Tamworth, which are each less than two hours' drive from Coonabarabran.

Siding Spring Observatory is located 28 km from Coonabarabran. If you are coming from Coonabarabran, follow the signs to Siding Spring Observatory and the Warrumbungle National Park. If you are coming from Gilgandra or Dubbo, take the Tooraweenah tourist drive through the National Park and we are 400 metres on the left as you exit the Park.



HOW TO APPLY

Applicants should provide a confidential email address and suitable daytime and evening telephone contact details (including mobile/cell phone) as well as details of availability during the recruitment period.

How to apply

Please submit your application online via the University's online recruitment portal.

For applications to be accepted they must contain:

- > a full curriculum vitae
- > a response to the selection criteria
- > referee details
- > availability

Curriculum Vitae

- > details of education, professional training and qualifications
- > positions held, including relevant dates, titles
- > reporting lines, responsibilities and key achievements
- > details of teaching and research experience (as appropriate)
- > any other relevant information such as contributions to professional associations and learned societies, and community activities

Response to selection criteria

Applicants are required to respond to each of the criteria, taking into account experience, past roles and expertise.

Referees

- > applicants must provide full contact details for three referees who have agreed to supply confidential references if requested by the University.
- > applicants should state their relationship to the referees and why they have been nominated to speak on the candidate's behalf.
- > it is the applicant's responsibility to ensure referees are willing to provide reports when contacted.
- > the University reserves the right to seek reports on the suitability of candidates from experts in the field, other than those nominated by the candidate.
- > should a candidate not wish a specific person or persons to be contacted, please advise at the time of application.

Availability

- > applicants are asked to provide an indication of the earliest date on which they would be available to commence duties at the University.
- > the University reserves the right to invite applications and/or to not make an appointment.

Contact

For a confidential discussion, please contact:

Associate Professor Christopher Lidman
Director, Siding Spring Observatory

Christopher.Lidman@anu.edu.au

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