



**Australian
National
University**

Position Description

College/Division:	ANU College of Science
Faculty/School/Centre:	Research School of Astronomy and Astrophysics
Department/Unit:	Anglo-Australian Telescopes (AAT) Unit
Position Title:	SSO Observatory Manager
Classification:	Senior Manager Grade 1 (Technical)
Position No:	TBC
Responsible to:	Director, Sliding Springs Observatory
Number of positions that report to this role:	6
Delegation(s) Assigned:	

PURPOSE STATEMENT:

Located in the Warrumbungle mountains of northern New South Wales, Siding Spring Observatory (SSO) is Australia's largest optical astronomical observatory. SSO supports the research activities of the Australian National University's Research School of Astronomy and Astrophysics (RSAA), consortium members of the Anglo-Australian Telescope (AAT), and several national and international telescopes.

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.

KEY ACCOUNTABILITY AREAS:

Position Dimension & 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 Mt Stromlo in the ACT.

Role Statement:

Under broad direction, the SSO Observatory Manager will:

1. 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.
2. Supervise all staff within the SSO operations team supporting career development and knowledge sharing and managing performance.
3. 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 the telescope operations program.
4. 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.
5. Significant contribution to the design improvement of telescope, instrumentation and ancillary equipment.

6. 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.
7. Develop service quotes and project budgets, resourcing requirements and project schedule for new and active projects and bids.
8. 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.
9. Lead and manage the development and continuous review of technical documentation and standard operating procedures at the ANU operated facilities at SSO.
10. Comply with all ANU policies and procedures and in particular those relating to work health and safety and equal opportunity.
11. 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, management and technical knowledge in an astronomical scientific/technical 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.

Supervisor/Delegate Signature:		Date:	
Printed Name:	Associate Professor Christopher Lidman	Uni ID:	

References:

[General Staff Classification Descriptors](#)



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Pre-Employment Work Environment Report

Position Details

College/Div/Centre	College of Science	Dept/School/Section	RSAA
Position Title	Observatory Manager	Classification	SM1 (Technical)
Position No.		Reference No.	

In accordance with the Occupational Health and Safety Act 1991 the University has a duty of care to provide a safe workplace for all staff.

- This form must be completed by the supervisor of the advertised position and forwarded with the job requisition to Appointments and Promotions Branch, Human Resources Division. Without this form jobs cannot be advertised.
- This form is used to advise potential applicants of work environment issues prior to application.
- Once an applicant has been selected for the position consideration should be given to their inclusion on the University's Health Surveillance Program where appropriate – see . http://info.anu.edu.au/hr/OHS/_Health_Surveillance_Program/index.asp
Enrolment on relevant OHS training courses should also be arranged – see http://info.anu.edu.au/hr/Training_and_Development/OHS_Training/index.asp
- 'Regular' hazards identified below must be listed as 'Essential' in the Selection Criteria - see ' Employment Medical Procedures' at http://info.anu.edu.au/Policies/_DHR/Procedures/Employment_Medical_Procedures.asp

Potential Hazards

- Please indicate whether the duties associated with appointment will result in exposure to any of the following potential hazards, either as a **regular** or **occasional** part of the duties.

TASK	regular	occasional	TASK	regular	occasional
key boarding	<input type="checkbox"/>	<input type="checkbox"/>	laboratory work	<input type="checkbox"/>	<input type="checkbox"/>
lifting, manual handling	<input type="checkbox"/>	<input type="checkbox"/>	work at heights	<input type="checkbox"/>	<input type="checkbox"/>
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	work in confined spaces	<input type="checkbox"/>	<input type="checkbox"/>
catering / food preparation	<input type="checkbox"/>	<input type="checkbox"/>	noise / vibration	<input type="checkbox"/>	<input type="checkbox"/>
fieldwork & travel	<input type="checkbox"/>	<input type="checkbox"/>	electricity	<input type="checkbox"/>	<input type="checkbox"/>
driving a vehicle	<input type="checkbox"/>	<input type="checkbox"/>			
NON-IONIZING RADIATION			IONIZING RADIATION		
solar	<input type="checkbox"/>	<input type="checkbox"/>	gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>
ultraviolet	<input type="checkbox"/>	<input type="checkbox"/>	beta particles	<input type="checkbox"/>	<input type="checkbox"/>
infra red	<input type="checkbox"/>	<input type="checkbox"/>	nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>
laser	<input type="checkbox"/>	<input type="checkbox"/>			
radio frequency	<input type="checkbox"/>	<input type="checkbox"/>			
CHEMICALS			BIOLOGICAL MATERIALS		
hazardous substances	<input type="checkbox"/>	<input type="checkbox"/>	microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>
allergens	<input type="checkbox"/>	<input type="checkbox"/>	potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>
mutagens/teratogens/ carcinogens	<input type="checkbox"/>	<input type="checkbox"/>	clinical specimens, including blood	<input type="checkbox"/>	<input type="checkbox"/>
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	genetically-manipulated specimens	<input type="checkbox"/>	<input type="checkbox"/>
			immunisations	<input type="checkbox"/>	<input type="checkbox"/>
OTHER POTENTIAL HAZARDS (please specify):					

Supervisor's Signature:		Print Name:	Associate Professor Christopher Lidman	Date:	
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