



**Australian
National
University**

Position Description

College/Division:	College of Science
Faculty/School/Centre:	Research School of Astronomy and Astrophysics
Department/Unit:	Siding Spring Observatory
Position Title:	Observatory Manager
Classification:	Senior Manager 1 (Technical)
Position No:	10105
Responsible to:	Director, Siding Spring 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:

- 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 the telescope operations program.
- 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.
- Contribute to the design of telescope, instrumentation and ancillary equipment and to their improvements.

- 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:

- Postgraduate management qualifications, or equivalent technical qualifications, with demonstrated experience in high level leadership and management; or an equivalent combination of experience and training.
- Proven extensive experience, management and technical knowledge in an astronomical scientific/technical environment.
- Proven experience in achieving significant objectives and programs and successfully managing projects through to completion, on time and on budget.
- 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.
- Demonstrated high level problem solving skills to manage issues and broker solutions that arise in the complex domains of research, operations and administration.
- 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.
- Excellent negotiation skills and influencing skills with the proven ability to build and maintain effective working relationships with internal and external stakeholders.
- 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.

The ANU conducts background checks on potential employees, and employment in this position is conditional on satisfactory results in accordance with the Background Checking Procedure which sets out the types of checks required by each type of position.

Supervisor/Delegate Signature:		Date:	30 November 2021
Printed Name:	A/Prof Christopher Lidman	Uni ID:	U3271407

References:

[General Staff Classification Descriptors](#)

[Academic Minimum Standards](#)



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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.	10105	Reference No.	

In accordance with the Work Health and Safety Act 2011 (Cth) the University has a primary duty of care, so far as reasonably practicable, to ensure the health and safety of all staff while they are at work in the University.

- This form must be completed by the supervisor of the advertised position and appended to the back of the Position Description.
- This form is used to advise potential applicants of work environment and health and safety hazards prior to application.
- Once an applicant has been selected for the position they must familiarise themselves with the University WHS Management System via Handbook guidance <https://services.anu.edu.au/human-resources/health-safety/whs-management-system-handbook>
- The hazards identified below are of generic nature in relation to the position. It is not correlated directly to training required for the specific staff to be engaged. Identification of individual WHS training needs must be in accordance with WHS Local Training Plan and through the WHS induction programs and Performance Development Review Process.
- '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

<ul style="list-style-type: none"> 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	
key boarding	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
lifting, manual handling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
repetitive manual tasks	<input type="checkbox"/>	<input type="checkbox"/>	
Organizing events	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
fieldwork & travel	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
driving a vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
NON-IONIZING RADIATION			
solar	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
ultraviolet	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
infra red	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
laser	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
radio frequency	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
CHEMICALS			
hazardous substances	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
allergens	<input type="checkbox"/>	<input type="checkbox"/>	
cytotoxics	<input type="checkbox"/>	<input type="checkbox"/>	
mutagens/teratogens/	<input type="checkbox"/>	<input type="checkbox"/>	
carcinogens			
pesticides / herbicides	<input type="checkbox"/>	<input type="checkbox"/>	
TASK	regular	occasional	
laboratory work	<input type="checkbox"/>	<input type="checkbox"/>	
work at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
work in confined spaces	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
noise / vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
electricity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
IONIZING RADIATION			
gamma, x-rays	<input type="checkbox"/>	<input type="checkbox"/>	
beta particles	<input type="checkbox"/>	<input type="checkbox"/>	
nuclear particles	<input type="checkbox"/>	<input type="checkbox"/>	
BIOLOGICAL MATERIALS			
microbiological materials	<input type="checkbox"/>	<input type="checkbox"/>	
potential biological allergens	<input type="checkbox"/>	<input type="checkbox"/>	
laboratory animals or insects	<input type="checkbox"/>	<input type="checkbox"/>	
clinical specimens, including blood	<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/Delegate Name:	AProf Christopher Lidman		Date: 30 November 2021