Operations Manager - Warramunga Seismic and Infrasound Research Station

Research School of Earth Sciences
ANU College of Physical and Mathematical Sciences
The Australian National University

Salary: A$70,759 - A$74,455 pa plus 17% employer superannuation contributions

An ongoing opportunity exists for dynamic individuals to experience the Australian outback at Warramunga Seismic and Infrasound Monitoring Facility near Tennant Creek, in Northern Territory working at the forefront of technical and research applications within the Seismology and Mathematical Geophysics Group of the Research School of Earth Sciences at the ANU. The position is part of a team responsible for maintaining continuous operation of the array and data flow, including servicing, repair and modification of a wide range of equipment, as well as the maintenance of infrastructure and administration.

As an individual with strong technical, management and oral communication skills, a strong capacity for teamwork and supervising, the ability to adapt quickly to a remote environment and the willingness to get involved with manual tasks related to the maintenance of tracks and vegetation, you will provide technical and local management service working under a remote direction of the Academic Manager. You will also participate in budget development and supervise another technical officer and casual employees.

You should have a Degree in Electronics or similar qualifications plus relevant experience or an equivalent combination of relevant experience and training.

Staff live in Tennant Creek and a district allowance is payable. Special conditions apply to recreation leave and fares when proceeding on leave. Reasonable travel and removal expenses will be paid and assistance with finding accommodation can be provided to the successful applicant.

For more information please contact Dr Hrvoje Tkalcic, E: Hrvoje.Tkalcic@anu.edu.au or visit our jobs vacancy page (http://jobs.anu.edu.au/PositionDetail.aspx?p=2400)

Applications must be received by Sunday, 15 January 2012.

Note:
Previous applicants need not apply for the position.
The applicant must have a current valid driver's licence.

Reference number: G593-11MY

Closing Date: 15 January 2012
Position Description

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<tr>
<th>College/ Division:</th>
<th>ANU College of Physical and Mathematical Sciences</th>
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<tr>
<td>School/ Centre:</td>
<td>Research School of Earth Sciences (RSES)</td>
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<td>Department/ Unit:</td>
<td>School Administration</td>
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<td>Position Title:</td>
<td>Operations Manager</td>
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<tr>
<td>Classification:</td>
<td>ANU Officer Level 7 (Technical)</td>
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<td>Position No:</td>
<td>23002</td>
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<td>Responsible to:</td>
<td>Academic Manager, WRA</td>
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**PURPOSE STATEMENT:**
The Research Facility operates a 24-element seismic array and an 8-element infrasound array as part of the International Monitoring System for the Comprehensive Nuclear-Test-Ban Treaty Organisation (CTBTO). Data is transmitted by satellite link to the International Data Centre in Vienna and the National Data Centre at Geoscience Australia in Canberra. The position is an important operational role in a team responsible for maintaining continuous operation of the array and data flow, including servicing, repair and modification of a wide range of equipment, as well as the maintenance of infrastructure and administration.

**KEY ACCOUNTABILITY AREAS:**

**Position Dimension & Relationships:**
Under the broad direction of the Academic Manager at RSES the Operations Manager is responsible for the operation and routine maintenance of the Warramunga Seismic and Infrasound Research Station, Tennant Creek, Northern Territory.

**Role Statement:**
1. Operate the seismic and infrasound data acquisition and data transmission systems to the highest standards, as determined annually by WRA Academic manager, and prepare reports to the CTBTO.
2. Take responsibility for the implementation and maintenance of systems and processes to ensure the effective management of all assets.
3. Update, maintain and create where necessary documentation for supporting system operation and maintenance procedures, associated services and security procedures.
4. Take responsibility for the development and maintenance of infrastructure and inventory, including seismic and infrasound arrays electronics, scientific and mechanical equipment, communication, buildings, vehicles associated services and road tracks and ensure provision of necessary spares.
5. Provide administrative support for the project management tasks undertaken by the Academic Manager, and assist with the preparation and management of budgets and the preparation of scientific research reports.
6. Take responsibility for arrangements regarding the provisions of fuel, water and other supplies required for the routine operation of the station.
7. Organise major maintenance and civil works from professional bodies in a proactive and financially responsible manner and assist with manual tasks as needed.
8. Develop techniques and equipment suitable for monitoring and improving data quality from the arrays.
9. Ensure adherence to all University and College administration policies and procedures.
10. Manage local casual employment.
11. Undertake other duties as required, consistent with the classification of the position.
SELECTION CRITERIA:

1. A Degree in Electronics or related field plus relevant experience, or equivalent combination of relevant experience and education/training. A current driver’s licence is essential.

2. Demonstrated technical experience in the maintenance and repair of electronic equipment and knowledge of a broad range of digital and analogue electronics including UHF telemetry, PC systems and mechanical equipment.

3. Demonstrated high level skills in interpersonal communication including negotiation and a proactive approach to problem solving and proven skills in writing technical and non-technical documents and reports.

4. Proven ability to work harmoniously in a team that is located in a remote area and to effectively manage high work-loads for short periods.

5. Proven ability to work independently and to effectively prioritise tasks, organise work and make responsible decisions. Ability to recruit and manage casual staff.

6. Demonstrated experience in providing support to project management activities and in making sound financial decisions. Experience in budget planning and implementation management.

7. Extensive experience in the management of assets, including financial planning.

8. A demonstrated understanding of equal opportunity principles and policies and a commitment to the application of EO policies in a university context.

Delegate Signature:  
Approved on behalf of the CSC  
Date: 22/07/2011

Printed Name:  
Ms Virginia Pederick  
Uni ID: U4690956