



CO2CRC Limited
p: +61 (0)3 8595 9600
e: info@co2crc.com.au
www.co2crc.com.au
https://twitter.com/ccs_research

Building 290
University of Melbourne
Level 1, 700 Swanston Street
VIC 3010, Australia
PO Box 1182, Carlton VIC 3053

CCSNET PROJECT MANAGER

Job Summary:

The CCSNET Project Manager will manage all activities related to the Australian Government Grant that CO2CRC received under the Education Investment Fund (EIF). The Department of Education awarded CO2CRC \$51.6 million for Carbon Capture and Storage (CCS) research infrastructure in 2013.

CO2CRC manages the EIF fund to build laboratory-based infrastructure and research projects in collaboration with CSIRO, University of Melbourne, Australian National University, Federation University Australia and the University of Adelaide.

The goal of CCSNET is to deliver the infrastructure network and associated research projects that produces technologies, knowledge and workflows which will drive down costs and makes CCS a price-competitive carbon reduction technology. A particular emphasis is to provide strong value to the emerging CarbonNet CCS Flagship in Victoria, other CCS projects in Australia and CCS research more broadly.

About CO2CRC Ltd:

CO2CRC Ltd is a collaborative research centre located in Melbourne, focussing on research, development and demonstration of carbon capture and storage technologies. CO2CRC works closely with major Australian and international research organisations and industries to find solutions to reduce large scale greenhouse gas emissions through:

- Investigating carbon capture and storage technologies;
- examining the costs and drivers across the CCS chain;
- conducting research, development and demonstration on its world class facilities;
- providing efficient collaboration amongst its researchers in capture and storage;
- building experience in CCS technology by addressing knowledge gaps.

Essential Duties and Responsibilities:

- Lead and facilitate CCSNET activities within strategic and policy framework set by the CO2CRC Board and Executive Management.
- Manage full life cycle of projects from inception to deployment to execution and closeout.
- Review and quality assure all available technical project documentation and move projects through all approval stages into contracting.
- Liaise with stakeholders to effectively manage the CCSNET program.
- Manage contracts with Commonwealth Government and research organisations.
- Develop and manage schedules for infrastructure roll out and research projects.
- Project manage infrastructure roll out and monitor research projects.
- Manage project change and improve governance processes where required.
- Prepare quarterly progress reports, annual business plans and provide input into Board papers.
- Provide secretariat services to CCSNET Steering Committee, Joint Project Committee and Science Advisory Committee.
- Maintain effective internal communications with other team members to ensure a collaborative approach.

Qualifications

Education & Experience:

- Degree in science or engineering.
- Demonstrated expertise in project management methodologies and tools.
- Additional qualifications project management highly desirable.
- Experience in the Oil & Gas and or CCS industries highly desirable.

Required Knowledge, Skills & Abilities:

- Excellent interpersonal and communication skills.
- Ability to add value by strategic thinking and lateral project integration.
- High level of initiative with the ability to self-motivate.
- Works well independently and in team settings.
- Strong working knowledge of project management practices.
- Excellent organisational and time management skills.
- Demonstrated ability to manage multiple projects to completion and within deadlines.
- Strong computer skills with high level of proficiency in Project management tools, Microsoft Office (Word, Excel, Outlook and PowerPoint).
- Demonstrated ability to effectively prioritise workloads.

Other Information:

- The position is part-time (3-4 days per week).
- The position can be made full-time depending on candidate's ability to contribute to other sectors in the organisation.
- The position is based in Melbourne.
- The position reports to the Chief Operating Officer.
- Salary range is \$105,000 – 125,000 FTE plus super annuation.
- Application closes 20 January 2016

Contact:

Apply via Seek. URL: <http://www.seek.com.au/job/30155956>

Send applications to Maria Maagma, maria.maagma@co2crc.com.au. Ph: 03 8595 9611

Information about the position: Dr Matthias Raab (COO), Ph: 0417 066 318