Astronomy Australia Ltd.

AAL POSITION DESCRIPTION

AAL Project Oversight Committee (APOC)

Applications for all positions close on Thursday 5th November, 9:00 AM AEDT.

If vacancies remain after all applications received by the deadline have been considered, late applications will be accepted.

Astronomy Australia Limited

Astronomy Australia Ltd (AAL) is a not-for-profit company supported by members across Australian universities and research organisations with a significant astronomical research capability. It is governed by an independent Board of Directors. AAL manages the Astronomy Program of the National Collaborative Research Infrastructure Strategy (NCRIS) and oversees management of the Anglo-Australian Telescope (AAT) and Australia's in-kind contributions to Rubin Observatory.

AAL's purpose is to advance the science of astronomy in Australia by supporting achievement of the goals of the 2026-35 Astronomy Decadal Plan - the articulation of the highest priorities of the Australian astronomy community over the coming decade.

AAL finances a portfolio of infrastructure projects and facilities from Australian Government funding and reports regularly on these activities to the Government. In order to make informed decisions upon investments in astronomy infrastructure, AAL relies upon strategic and technical advice from its advisory committees.

APOC

In order to make informed decisions about the best way to invest in astronomy infrastructure, AAL and its Board relies upon strategic and technical advice from its advisory committees.

The primary purpose of APOC is to provide governance and oversight for AAL supported projects. The transparency and accountability of this process is critical in enabling AAL to build and maintain trust with the community.

The remit of APOC is to:

- Monitor and assess the progress of all AAL funded projects and determine whether project plans are being efficiently and successfully implemented.
- Provide a recommendation on project reports to the Board, including supplying detailed commentary on project performance where necessary.
- Provide advice on potential or realised risks of AAL funded projects.
- Provide advice on the feasibility of new projects for AAL funding.

- Provide feedback on proposed project deliverables as part of the annual project schedule review process. .
- Provide advice on the feasibility of proposed new projects.
- Review proposed project deliverables and milestones as part of AAL's annual planning processes.

The AAL Board places significant weight on APOC's recommendations when making decisions regarding project performance, continued funding (quarterly payments) and future investments.

Positions Available

The AAL Board is seeking expressions of interest from individuals to fill four independent committee member positions commencing 1 January 2027.

Appointments are generally for two years; however, at least two appointments will be for one year to stagger the terms. All appointments may be renewed.

Skills and Experience Sought

AAL is seeking individuals with expertise in one or more of the following areas:

- Management and oversight of complex scientific, technical or research infrastructure projects.
- Program and portfolio management.
- Risk management and project assurance.
- Financial oversight of major projects or programs.
- Delivery of large-scale data, software, computing or engineering initiatives.
- Astronomy infrastructure and facilities.
- Industry, government or research-sector experience relevant to national research infrastructure.

Applicants do not need to be professional astronomers. AAL welcomes applications from individuals working in industry, government, professional services and other scientific disciplines where relevant project governance and oversight expertise can be demonstrated.

As part of its appointments process, AAL develops a skills matrix to ensure an appropriate mix of expertise across astronomy, project management, infrastructure, governance and industry.

Time Commitment

APOC normally meets quarterly via videoconference, generally 1–2 weeks before AAL Board meetings.

Committee members are expected to:

- Read meeting papers in advance.
- Review projects allocated to them by the Chair.
- Actively participate in discussions and decision-making.
- Assist the committee in identifying emerging issues and risks.

From time to time, members may also be asked to consider urgent matters between meetings or participate in short working groups established to address specific issues.

Important Information

APOC members are appointed for their individual expertise and judgement and do not represent their institution, employer or a particular research domain.

APOC members must maintain the confidentiality of committee discussions, papers and minutes; and they must declare and appropriately manage any actual, potential or perceived conflicts of interest.

APOC members are not normally remunerated unless approved under exceptional circumstances by the AAL Chief Executive Officer.

Diversity and Inclusion

AAL encourages applications from all suitably qualified candidates.

AAL seeks to achieve an appropriate balance of skills, experience and perspectives across its advisory committees and values diversity of background, institution, geography, career stage and gender.

Applications

If you consider yourself well placed to contribute to this committee via your expertise and ideas, please email Grace Lawrence, AAL Program Manager (cc info@astronomyaustralia.org.au) with a maximum three-page application that includes:

- a covering letter (maximum three pages) outlining your relevant expertise and experience in project governance, oversight or management; and how your skills would contribute to APOC;
- a brief curriculum vitae; and
- details of any actual, potential or perceived conflicts of interest.

Any questions regarding the committee or the application process are welcome.

AAL encourages applications from all interested candidates with the appropriate skills and expertise. AAL specifically considers gender balance across committee appointments and seeks to maximise the number of AAL member institutions involved with AAL committees.