# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Change Manager – Science Digital (IMT) |
| Job Reference | 86603 |
| Tenure | Specified Term until 30 June 2025 x 2 roles |
| Salary Range | AU $117,917 to AU $138,176 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Australian capital cities preferred, other locations by negotiation |
| Relocation Assistance | Not Applicable |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Change Manager (IMT) sitting in the Enterprise Project Management Office in CBIS |
| Client Focus – Internal | 95% |
| Client Focus – External | 5% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Carly Siebentritt via email at [Carly.Siebentritt@csiro.au](mailto:Carly.Siebentritt@csiro.au) |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

## Administrative staff in CSIRO provide administrative and management services to support the effective provision of research and development activities. This involves the development and implementation and/or administration of policies, systems and procedures that assist the organisation and the business units to achieve their objectives and meet Government and regulatory responsibilities.

Information Management and Technology (IMT) provides services to CSIRO that include IT Services, Scientific Computing, Application and Knowledge Management and Cybersecurity. IMT has an ambitious multi-year program to refresh systems and processes to support CSIRO’s strategy.

The position resides in the Business and Infrastructure Services (CBIS) function, as part of the Enterprise Project Management Office (EPMO), with the role reporting to the Change Manager (IMT). The role will be fully deployed to work in the IMT function to support change management planning and implementation for IMT strategic programs of work

These programs of work, primarily focus on the science and research Business Units in CSIRO. The position will require strong stakeholder engagement mindsets to help these research areas evolve and adapt to the desired changes, and ultimately shift how we do research in CSIRO.

The position will design, deliver and lead IMT enterprise-wide change initiatives affecting people, processes and systems that will underpin a successful implementation of CSIRO’s strategy. The primary focus area will be to support science digital programs, working with the Reinvent Science program, Science Digital program and the Digital Support for Labs program, among others.

The role reports to the Change Manager (IMT) in the Enterprise Project Management Office (EPMO). The role will be part of a virtual team of change, communications, and training specialists in Information Management & Technology (IMT).

The outcome of these programs of work will fundamentally change the way we will work in the future as Australia’s national science agency.

**Key programs include:**

The Science Digital program aims to empower CSIRO researchers through leading edge digital technologies, skills and ways of working, to create a better future for Australia. Science Digital provides advice on the delivery of digital transformation for CSIRO science and engineering activities. To deliver impactful science, our scientists are changing the way they work through the development of and application of digital technologies, accelerating the process of discovery and enabling the rethinking of what is possible. The Change management role will also support the Digital Maturity, Data Stocktake and Data Stewardship projects in the Science Digital program.

Reinvent Science, a program stream in Science Digital, brings multidisciplinary teams together to deliver digital solutions and platforms with the potential to transform how we deliver science impact, Reinvent Science pairs building and testing of prototypes, with a solutions and business architecture approach to align technology delivery with research Business Units' strategic priorities.

Digital Support for Labs is a new IMT service and associated capability to support laboratory transformation and operations through the integration of laboratory operational technology (OT) with CSIRO Information Technology (IT). Digital for Labs will support a one-CSIRO approach to the implementation, support and ongoing maintenance of digital assets in laboratories.

### Duties and Key Result Areas:

* Navigate complex behavioural change programs and projects, with changes involving multiple stakeholders spanning executive sponsors, senior leaders as well as impacted groups across support and research areas.
* The Change Manager (IMT – SD) will require expertise and significant experience in applying CSIRO’s chosen change management framework which is based on the Prosci methodology.
* Develop tailored, fit-for-purpose change management plans and implement strategies for enterprise-wide change initiatives including the development and implementation of effective engagement, communication and development activities.
* Actively consult and engage with executive sponsors and Business Unit leaders to identify and mitigate potential people risks for change.
* Work with key networks across the organisation, including the Science Digital program committee and the Business Unit Change Leads, to ensure that the voice of the business is present in the design and implementation of IMT-led enterprise changes.
* Act as a trusted advisor, understanding the client's Business Unit and/or seeking information about the real underlying needs of the client, and working with program leads to adapt engagement and adoption activities to suit the client and achieve a better result.
* Develop a sound understanding of CSIRO’s digital transformation goals and IMT’s goals and activities and provide strategic change management advice to program leads.
* Influence and persuade Business Unit leaders and influencers to recognise the need for change in initiating innovative solutions/proposals and liaise with, and influence, related professions to develop practices, which support the Business Unit.
* Ensure all change activities are completed within set timeframes, and quality requirements are maintained by status monitoring and regular reporting to appropriate governance levels.
* As part of the Enterprise Project Management Office (EPMO) support the One CSIRO approach to Change Management across the organisation.
* In collaboration with the Change Manager (IMT) and EPMO Executive Manager, mentor, coach and support other team members where appropriate.
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary, regionally dispersed team to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## **Required Competencies:**

* **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
* **Influence and Communication:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas.
* **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
* **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
* **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

## **Selection Criteria**

#### Essential

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. Relevant tertiary qualifications and/or similar experience in a technology environment.
2. Extensive change management experience in an organisation of comparable size and complexity, ideally in cultural change or transformation programs and the capacity to deliver high quality outcomes and meet deadlines.
3. Proven ability to lead and influence stakeholders and multi-disciplinary team members within a large and complex environment to deliver effective outcomes.
4. Extensive stakeholder engagement experience, preferably in the development and implementation of concurrent organisational programs and change strategies.
5. Demonstrated capacity to exercise sound judgement, discretion and political awareness in dealing with stakeholders representing diverse interests and competing agendas.
6. Excellent oral and written communication, interpersonal, consultation, analytical thinking and problem-solving skills.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

* The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* The successful candidate may be required to obtain and maintain a security clearance at the Baseline Level.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!

CSIRO is a values-based organisation. In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* People First (Respectful, Caring, Inclusive)
* Further Together (Accountable, Authentic, Courageous)
* Making It Real (Partnering, Cooperative, Humble)
* Trusted(Curious, Adaptive, Entrepreneurial)