# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants |
| Advertised Job Title | Change Advisor (IMT) |
| Job Reference | 86782 |
| Tenure | Specified Term until 30 June 2025 |
| Salary Range | AU$102,724 to AU$111,165 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 | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Carly Siebentritt via email at 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 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, Information Management and Cyber. 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. The advisor will be part of a virtual team of change, communications, and training specialists in Information Management & Technology (IMT).

The Change Advisor role will be required to lead change activities supporting the effective delivery of key IMT programs of work including the Cyber Security Uplift program and projects in the Managed Data Ecosystem program.

**Key programs include:**

The Cyber Security Uplift program will enable IMT to deliver secure information technology services that safeguard IMT managed systems and the data they contain from unauthorised access, harm or misuse. The program will enable a mature cyber culture which will help keep research safe and resilient.

The Managed Data Ecosystem (MDE) program improves how we create, collect, share and work with data, analytics and models. The MDE will connect current and new platforms in seamless ways and improve interoperability between datasets so users can easily find and work on multiple digital assets.

### Duties and Key Result Areas:

* Navigate complex projects and changes involving multiple stakeholders spanning executive sponsors, senior leaders as well as impacted groups across CSIRO.
* Undertake relevant change assessments to ensure that all project sponsors and stakeholders have a clear understanding of the people impact of changes brought about by IMT Projects.
* Development and implementation of change plans, including communications and transition plans, with project stakeholders, Business Unit leaders, Line Managers, Staff, Change Leaders and others.
* Work with the Change Manager (IMT) and Change Managers (IMT-SD), IMT Executive, service owners and project managers to actively consult and engage with CSIRO Leaders and staff to identify, plan and deliver change brought about by IMT projects.
* Provide support to Project Team(s) to ensure all change activities are completed within set timeframes, and progress monitoring is maintained through status reporting via appropriate governance mechanisms.
* Drafting communications material and working closely with colleagues in Corporate Affairs and IMT to support awareness and knowledge in relation to the IMT programs.
* Support the development and management of project support materials such as reference guides, videos, knowledge portals, intranet pages.
* In consultation with subject matter experts, assess the need for training and support the development and delivery of training materials
* As part of the Enterprise Project Management Office (EPMO) support the One CSIRO approach to Change Management across the organisation.
* Contribute to the development of Enterprise-wide change capability development including supporting and working with local change networks in the context of IMT programs.
* Under limited direction, use technical expertise to lead a range of support activities/functions, or be responsible for a number of smaller projects, with independence of action within their own function, achieving results through the use and allocation of available resources, within constraints laid down by managers (including responsibility for results.)
* Demonstrate a willingness and skill in influencing the decision of managers by recognising the need for change in initiating innovative solutions/proposals and liaise with and influence related professions to develop practices, which support the Business Unit.
* 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, and business unit 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:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.
* **Resource Management/Leadership:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
* **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

## **Selection Criteria**

#### Essential

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

1. Relevant tertiary qualifications (e.g. PROSCI) and/or similar experience in a technology environment.
2. Stakeholder engagement experience in the development and implementation of organisational change strategies and programs.
3. Demonstrated capacity to exercise sound judgement, discretion and political awareness in dealing with stakeholders representing diverse interests and competing agendas.
4. Excellent written and oral communications skills to effectively communicate to staff at all levels within CSIRO and externally, with the ability to produce quality presentations, reporting, change and process documentation.
5. The ability to work effectively in a team environment, collaborate widely both internally and externally, and provide guidance to managers and staff.

**Desirable:**

1. Experience working with government agencies such as CSIRO or experience working with research organisations.
2. Experience providing change management for cybersecurity projects or high performance computing projects.

**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.

## **About CSIRO:**

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

## **Our Values**

CSIRO is a values-based organisation. We expect our employees to demonstrate behaviours aligned to our values of:

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)