# Position Details

## General Management – CSOF7

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| The following information is for applicants | |
| Advertised Job Title | Executive Manager, Information Management and Technology, Strategy, Performance and Risk |
| Job requisition number | 83485 |
| Tenure | Indefinite  Full-time |
| Salary Range | AU$141,949 to AU$157,055 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Black Mountain, ACT, Clayton, VIC, Lindfield, NSW, other sites by negotiation will be considered |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Chief Information Officer |
| Client Focus – Internal | 60% |
| Client Focus – External | 40% |
| Number of Direct Reports | Up to 5 |

### Role Overview

This role supports the Information, Management & Technology (IMT) Business Unit (BU) and the Chief Information Officer. There are four key responsibilities:

* Evolving and embedding the IMT strategy
* Embedding risk management into IMTs work practices
* Policy
* Adoption and change management

The role will support the communication of strategy both external and internal to IMT. Focussing within IMT the role will also support IMT managers changing work practices across the business unit, to deliver positive culture change. With a strong focus on change management the role will support IMT teams as they work to embed strategic objectives, risk management and policy compliance into their work practices and plans.

Working with stakeholders outside IMT the role will work with the Australia Signals Directorate (ASD), the Digital Transformation Agency (DTA) and the CSIRO Governance team, supporting the CIO to influence the development of the CSIRO risk and policy frameworks supporting practical adoption, risk mitigation and a practical compliance. This role will also have responsibility for leading a change in the relationship between IMT and business owners. Developing the “shared responsibility” framework working with senior CSIRO leaders to embed shared responsibility and build this framework into CSIRO’s new ways of working.

### Duties and Key Result Areas:

The successful candidate will;

* Supporting the CIO, IMT Executive and stakeholders, provide senior input to developing, evolving, and implementing IMT strategy.
* Develop and actively deliver a change management plan to support strategy implementation including developing a program of culture change to address areas in support of IMT strategy and as guided by the regular CSIRO Culture Survey.
* Oversee the development of an IMT Risk practice.
* Manage the IMT Strategy, Strategy, Performance and Risk function in IMT.
* Engage with stakeholders and develop relationships within IMT and the broader CSIRO community to evolve strategy and influence the development of corporate governance, risk and policy frameworks for CSIRO.
* With the CIO, Executive group and managers develop and report on Strategy related KPI’s. Develop, promote and evaluate the impact of new policies and practices to facilitate organisational change at a Business Unit and/or organisational level.
* 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, often regionally dispersed team, and business unit to carry out tasks in support of CSIRO scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## **Required Competencies:**

* **Teamwork and Collaboration:** Creates and fosters an environment in which there is a high level of cooperation within and between teams. Facilitates positive team relationships to build organisational interaction across CSIRO.
* **Influence and Communication:** Uses complex influencing strategies, for example, assembling strategic coalitions, building behind the scenes support and the tactical use of information to gain support.
* **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 and understanding through 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:** Commits significant resources in the face of uncertainty and takes calculated risks to improve performance and achieve challenging goals. Uses personal energy to drive change strategies. Formulates and implements contingency plans to minimise the impact of potential risks. Accepts personal responsibility for the outcomes of decisions/risks taken.
* **Adaptability:**Is flexible in response to external change or when faced with external constraints. Identifies and promotes the opportunities arising as a result of change.

## **Selection Criteria**

#### Essential

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

1. Demonstrated experience with leading strategic planning, or, and development of policy or risk management practices.
2. Demonstrated experience at being at the forefront of industry direction, including influencing and shaping solutions. Along with proven record in the planning, designing and implementing new enterprise-wide solutions including the ‘generational’ change of existing services.
3. Demonstrated ability to establish and build strong and effective business relationships to shape strategic directions within a large and complex organisation and ensure alignment between client needs and business objectives.
4. Excellent communication skills and the ability to lead a team in developing high quality policy documentation and communication materials.
5. A record of inclusive leadership which encourages new ideas, builds trust and provides support for the development of emerging skills, including influencing staff in observing corporate and professional standards, acting as trusted advisers, fostering effective client relationships, and ensuring alignment between client needs and CSIRO’s research objectives.
6. Formal tertiary qualifications.

## **Desirable:**

1. A solid understanding of IMT in a research organisation setting.

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 required to obtain and maintain a security clearance at the Negative Vetting 1 Level.

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