



Australia's National
Science Agency

Program Director - National Research Collections Australia (NRCA)

Information for applicants

Acknowledgement of Country

In the spirit of reconciliation, CSIRO acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community. We pay our respect to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today. View our [vision towards reconciliation](#)

About CSIRO

Australia's national science agency



One of the world's largest multidisciplinary science and technology organisations



5,672+ dedicated people working across 53 sites in Australia and globally



State-of-the-art national research infrastructure



We delivered \$10.2 billion of benefit to the nation in FY22

CSIRO (Commonwealth Scientific and Industrial Research Organisation) is Australia's national science agency and innovation catalyst and one of the world's largest and most successful publicly funded research and development organisations.

CSIRO is one of the largest and most multidisciplinary mission-driven research agencies in the world.

With 53 locations and over 5,600 people across Australia and internationally, CSIRO solves the greatest challenges through innovative science and technology to deliver world-class economic, environmental, and social benefits for Australia in a global context.

CSIRO is Australia's most trusted research institution and most connected innovator, working with every Australian university, government and non-government agency and major Australian industry (including technology companies, the banking sector, small and medium businesses). Around the world, CSIRO's work spans research, government and industry to co-create commercialisation outcomes that deliver impact and create science-driven technologies and economic value and a better future for all Australians.

Our collaborative research turns science into solutions for food security and quality, clean energy and resources, health and wellbeing, resilient and valuable environments, innovative industries, and a secure Australia and region.

CSIRO has improved the lives of many around the world through research and development and some you will know well include Fast Wireless LAN (WiFi), the Hendra virus vaccine, polymer (plastic) banknotes, extended-wear contact lenses, Aerogard and the Total Wellbeing Diet to name a few.

To find out more, visit [csiro.au](https://www.csiro.au).

CSIRO Strategy

Our purpose is to solve the greatest challenges through innovative science and technology

The challenges we are solving

Health and wellbeing	Enhance the health of Australians through preventative, personalised, biomedical, and digital health services.
Food security and quality	Achieve sustainable security through new AgriFood products, technology and innovation for Australia.
A secure Australia and region	Help safeguard Australia from threats (terrorism, regional instability, pandemics, biosecurity, disasters and cyber-attacks).
Resilient and valuable environments	Enhancing the resilience, sustainable use and value of our environments, including by mitigating and adapting to the impacts of climate and global change.
Sustainable energy and resources	Build competitiveness, sustainability and security of our energy and minerals resources while heading to Net Zero.
Future industries	Help create Australia's future industries and jobs by collaborating to boost innovation performance and promote STEM skills.

Our objectives to deliver

Deliver impact through innovation	Advance Australia's commercialisation of science and deliver new value from digital innovation.
Purpose driven science and technology	Deliver impact at-scale aligned with the challenges we are solving and the portfolios of research directed to them. Invest in the right future science and technology to solve tomorrow's challenges.
Engage and empower talent	Attract world-class talent and strengthening our nation's STEM pipeline. Build a culture that makes us an employer of choice and operate in an adaptable, resilient and responsive way.
Build collaborative networks	Share our world-class national labs and facilities with industry, universities and government and harness the power of our diverse relationships for better outcomes.

Our vision is to create a better future for Australia

Our values underpinning how we work

Making it real

Trusted

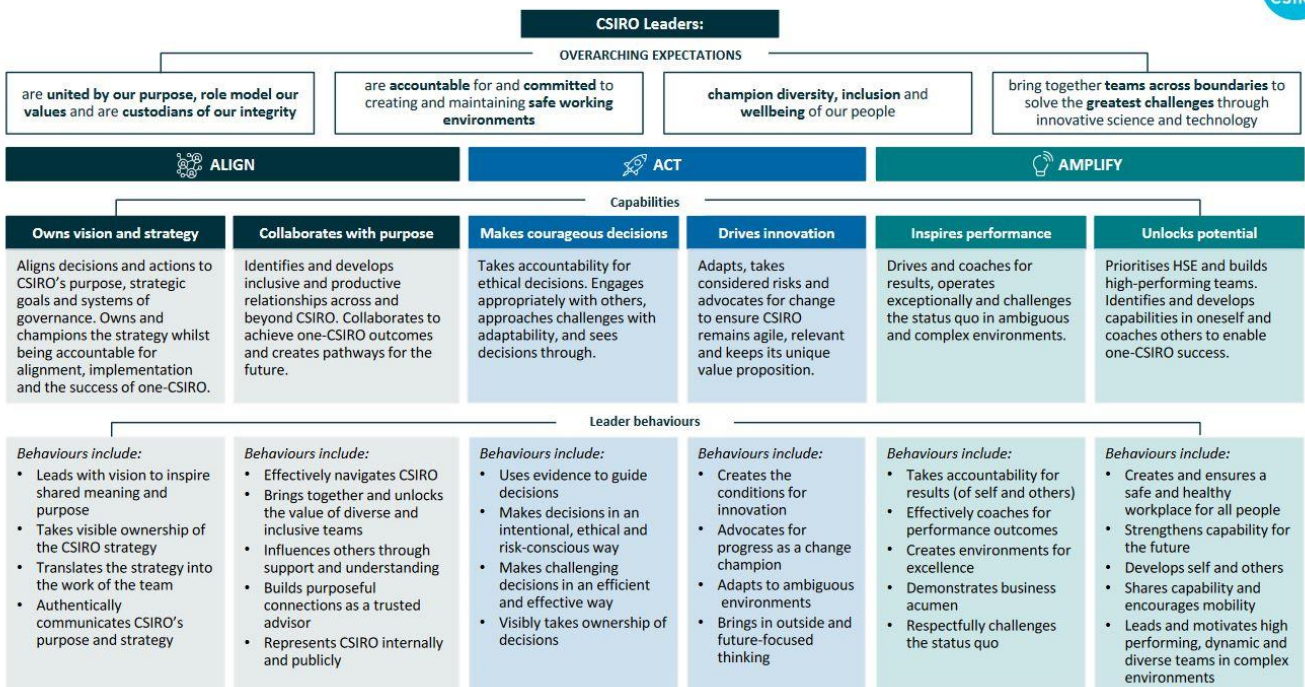
People first

Further together

Leading @CSIRO Framework

The Leading @ CSIRO Framework (below) describes what is expected of all CSIRO leaders along with core capability areas and behaviours.

Leading@CSIRO framework



National Research Collections Australia

The National Research Collections Australia (NRCA) are a vital resource for conservation and science and are a critical research infrastructure for the nation and globally. The collections, incorporating 15 million specimens of plants, animals, fish, insects, algae and tree seeds, are used by researchers all over the world to underpin research in agriculture, biosecurity, biodiversity and climate change.

Australia is home to more than half a million species of plants and animals. Three quarters of them can be found nowhere else on earth. Our biodiversity is both a treasure to behold and an economically valuable resource.



The Australian National Insect Collection (ANIC) holds 12 million specimens, including a weevil collected by Charles Darwin at King George Sound (present-day Albany, WA) in March 1836. The ANIC is recognised both nationally and internationally as a major research collection.

Historically, biological collections have been used mainly to classify species and establish their evolutionary relationships. Today, the impact of our collections stretches far beyond this, touching many areas of science and everyday life:

- Our **insect collection** (holding 12 million specimens) supports reliable identification of pests at Australia's borders.
- Voucher specimens held by our **fish collection** (containing more than 150,000 specimens) underpin standardised names for commercial fishes, improving user trust for Australian seafood.
- Birds in the **wildlife collection** reveal how some species and their distributions are changing due to climate change.
- The **herbarium** has provided data from its holdings about plants of the Kokoda Track to help the PNG Government manage tourism and conservation in the area.
- Our **microalgae collection** led to the development of crops containing omega-3 oils and provides microalgae strains to institutions in more than 70 countries.
- The **tree seed centre** has provided germplasm that underpins the conservation and breeding populations of many of the world's most important eucalypt and acacia species.

*The oldest specimen in the Australian National Herbarium was collected in 1770 by Joseph Banks and the oldest living seedlot in the Australian Tree Seed Centre (*Acacia triptera* from Gilgandra, NSW) was collected in 1963.*

Bringing all our Canberra-based collections together in a single precinct

From late 2023, we will bring all of our Canberra-based collections together in a single precinct around our new National Collections Building at Black Mountain. The building, which is currently under construction, is jointly funded by CSIRO and the Department of Education through the National Collaborative Research Infrastructure Strategy (NCRIS). Once completed, it will house our insect and wildlife collections, connect to the national herbarium and provide state-of-the-art digitisation and genomics facilities, transforming NRCA into a national collaboration hub for collections-based research.

We are also moving to a unified collections management system and digitising our collections to make them more secure, accessible and available, including through the Atlas of Living Australia.

Find out more about the digitisation of collections here: <https://vimeo.com/262920029>



Joint Ventures

NRCA supports two collaborative joint ventures. The Centre for Australian National Biodiversity Research (CANBR), which includes the Australian National Herbarium, is delivered by CSIRO and the Director of National Parks (which sits within the Department of Climate Change, Energy, the Environment and Water) with strong links to the Australian National Botanic Gardens.

The Australian Tropical Herbarium (ATH) is a joint venture between CSIRO, the Queensland Government, Department of Climate Change, Energy, the Environment and Water (DCCEEW) and James Cook University.

For further information on NRCA, visit our website: [National Research Collections Australia - CSIRO](#)

Position Details

Job Title	Program Director - NRCA
Job Reference	90855
Tenure	Indefinite CSOF8 and 3-year term as Program Director – full-time
Salary Range	AUD \$174,458k - \$187,151 + Motor Vehicle Allowance (\$25k) + up to 15.4% superannuation (based on experience and negotiable for the right candidate)
Location	Canberra, ACT (With a willingness and ability to travel interstate and, if required, internationally)
Relocation Assistance	Will be provided to the successful candidate if required
Applications are open to	All Candidates who meet the requirements of the role (Visa sponsorship may be provided)
Position reports to the	National Collections and Marine Infrastructure (NCMI) Business Unit Director and is a member of the Business Unit Leadership Team
Client Focus – Internal	30%
Client Focus – External	70%
Number of Director Reports	5 Direct Reports including 4 Group Leaders; Personal Assistant (With circa 120 staff in the wider team + additional staff at varied times through affiliates; joint ventures and volunteers)

NRCA sits within CSIRO’s National Collections and Marine Infrastructure (NCMI) Business Unit, alongside other facilities that deliver national research infrastructure: the Atlas of Living Australia, and the Marine National Facility, supported by world-class expertise from the Engineering and Technology Program, and the Environomics Future Science Platform.

Biodiversity is our free, planet-scale, life support system and our talented National Research Collections Australia team is working to better-understand and protect our nation’s living creatures using the 15 million research specimens we manage on behalf of the nation.

About the Role – Program Director, NRCA

Summary

We are looking for a new science and facility leader, so keep reading as this might just be the next role for you!

Reporting to the National Collections and Marine Infrastructure (NCMI) Business Unit (BU) Director, the Program Director, National Research Collections Australia (NRCA) forms a key member of the NCMI leadership team and is accountable for the delivery of specific elements of the Business Unit's overall impact, science and financial objectives.

The Program Director will be responsible for setting and operationalising the scientific vision and strategy for NRCA while also strategically leading the NRCA operations in a manner that ensures that the risks inherent in the operation of the collections are effectively mitigated and that the outcomes are delivered in a manner that addresses national and global challenges. The Program Director will also ensure that the facility is efficiently utilised to ensure optimal scientific outcomes are delivered and aligned to the goals of the NCMI Business Unit.

An exciting part of this role is the fact that the Program Director will lead the transition to the brand new state-of-the-art National Collections Precinct and contribute to making it the pride of Canberra and a national and internationally recognised facility and precinct.

A number of highly specialised teams work at NRCA and with the move to the new facilities, there will be an opportunity for the Program Director to: establish new ways of working; build or enhance capability; look at new recruitment and retention strategies and to set a compelling vision and direction so that all teams are focussed on reaching a common goal. In addition, the expanded nature of the collections through digitisation, and linkages to initiatives such as the Environomics Future Science Platform, provides greater opportunities for impact from collections-based research.

The Program Director also holds the important role of Director CANBR (Centre for Australian National Biodiversity Research), with a Deputy Director CANBR situated within the Parks Australia DCCEEW (Department of Climate Change, Energy, the Environment and Water); and is concurrently a member of the ATH (Australian Tropical Herbarium) Board. (Note: DCCEEW and CSIRO jointly funds CANBR). Proactively developing, enhancing and managing collaborative relationships with the joint ventures and other relevant stakeholders within Australia and more broadly will be a key element of the Program Director's role to ensure optimal science, financial and impact delivery for NRCA.

The Program Director will also play a lead role in supporting CSIRO's contribution to the National Research Infrastructure Roadmap priority, to deliver a national approach to support collaborative science, policy, community and industry across the biological collections sector.



Duties and Key Result Areas

Research Leadership & Operations

- Lead delivery of the National Research Collections Australia (NRCA), including setting the scientific vision and strategy, prioritisation, efficient and effective utilisation of facility resources, capability development, recruitment and retention of staff. This includes leading CSIRO's engagement in the CANBR and ATH.
- Work with research leaders (Group Leaders and Team Leaders) and teams.
- Work with the scientific community to ensure the best scientific outcomes by developing a research environment that enables science excellence, creativity, innovation and flexibility.
- Maintain a science ready facility to serve the research community.
- Develop and maintain a comprehensive strategic overview of the risk profile and opportunities of the national collections, managing identified risks and opportunities.



Capability Leadership

- Strive for "Zero Harm" (physical and psychological) through a commitment to a healthy, safe and environmentally sustainable workplace.
- Attract, develop and retain world class talent which will meet current and future needs.
- Empower staff with the sufficient autonomy to pursue innovative science and encourage the creative exchange of ideas.
- Model appropriate and professional behaviour in the workplace and manage people matters proactively.
- Effectively lead change initiatives across the NRCA and CSIRO.

Engagement and Partnerships

- Manage stakeholder and community engagement with NRCA, including processes for utilisation of the facility by non-CSIRO organisations and parties and undertaking high level national and international representation of the national collections to expand its impact and opportunities for new business.

- Support the Business Unit Director to contribute to the formulation and implementation of a long-term strategy for continued operation of the collections.
- Work in close collaboration with the deputy director of CANBR to lead and steward the partnership
- Deliver trusted advice from the NRCA to key clients nationally and internationally.
- Develop and implement a comprehensive communications strategy and a stakeholder relationship plan for the research collections.
- Build strategic alliances within the organisation to collaboratively execute CSIRO strategy.

Resource Leadership

- Lead and manage NRCA financial resources, people, infrastructure and other assets to ensure their effective and efficient use.
- Secure a pipeline of opportunities aligned with national priorities that deliver a sustainable financial future.
- Ensure effective management of physical infrastructure and resources in an environmentally sustainable way.
- Ensure best practice governance and management of commercial activities and intellectual property.

Other Duties

- 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 research 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.



About You

To be considered for this exciting leadership role within the National Research Collections Australia facility at CSIRO, we are seeking a strategic Program Director who has experience managing a similar complex facility at the level of a national program of comparable size and scale to the National Research Collections Australia. You bring experience ensuring that the required alignment to legislative and regulatory compliance; risk mitigation, including incident response and zero-harm; high quality standards and best-practice governance are maintained.

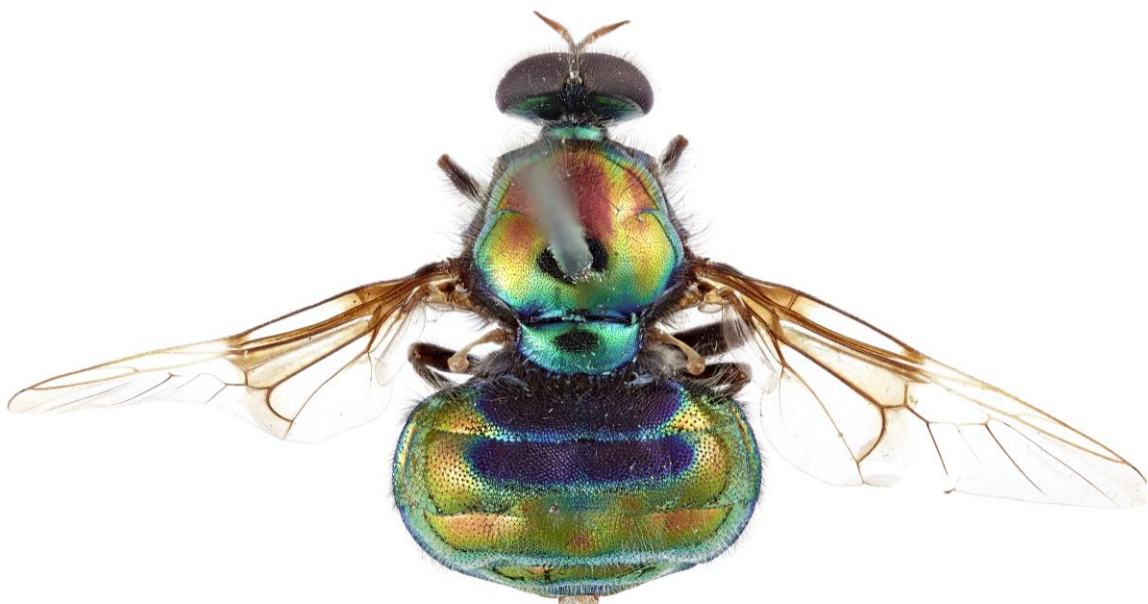
Your experience has seen you establishing strategies and operationalising these with a visionary approach, coupled with a record of strong leadership that has seen you contribute to a defined policy direction.

You maintain evidenced science leadership; strong business acumen; a results-oriented approach and formidable financial skills, with a proven track record in project management and leading “best practice” change via a collaborative and culturally considerate approach that brings your key stakeholders and your team on the journey.

An engaging leader, your strong interpersonal and communication skills has enabled you to form and maintain credible, respectful and collaborative relationships with both your internal and external stakeholders. At times you may also need to draw upon your strong influencing and negotiation skills to ensure client, stakeholder and organisational objectives are met. You are also confident speaking to the media, at conferences and events and with the Ministers office. Experience managing joint ventures would be held in high regard.

You bring strong people leadership capabilities and are viewed as an inspirational leader who sets a visionary direction with your teams to focus on a common goal. With the ability to empower and facilitate positive and collaborative team relationships and the ability to anticipate and resolve complex needs respectfully, you create an environment that focusses on a positive culture and that fosters staff development.

In addition to the above, an in-depth knowledge of biological collections and related science disciplines coupled with (ideally) a PhD (or equivalent) and with managerial experience combined with significant experience and depth of understanding of science from either a research or industry background is expected.



Selection Criteria

Pre-Requisites

1. A willingness and ability to travel interstate and, if required, internationally.

Essential

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

1. A PhD (or equivalent) ideally with managerial experience or qualifications or managerial qualifications combined with significant experience and depth of understanding of science from either a research or industry background.
2. In depth knowledge of biological collections and related science disciplines.
3. Demonstrated science leadership, planning, financial, project management, change management skills and experience at the level of a national program of comparable size and scale to the National Research Collections Australia.
4. Demonstrated ability to effectively build strong relationships with staff, external stakeholders and clients at all levels and across boundaries together with superior interpersonal, negotiation and influencing skills.
5. Demonstrated experience and understanding of risk management, incident response, organisational requirements, policies and procedures, and external regulations relevant to National Research Collections Australia.
6. The ability to work effectively in a team environment, collaborate widely both internally and externally, provide guidance to managers and staff and create an environment that fosters staff development.
7. A record of strong leadership that has contributed to or defined policy direction and strategy.
8. A proven ability to foster effective relationships, using complex influencing strategies to ensure alignment between client or stakeholder needs and organisational objectives.
9. A history of anticipating and successfully resolving complex technical, management and administrative issues, which have potential for impact at a strategic level.
10. A history of professional and respectful behaviours and attitudes in a collaborative environment.



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 interactions across Business Units and the organisation.
- **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:** Contributes to or defines Business Unit / organisational policy directions, strategic planning and operationalises the vision for staff and gains commitment to the direction chosen. Plans, seeks, allocates resources and monitors to achieve outcomes. Adopts a mentor role.
- **Judgment and Problem Solving:** Resolves major conceptual scientific, technical, commercial or management problems, which have a significant impact upon the field of research, professional function, the Business Unit or the Organisation. Situations faced have little or no precedent and require original concepts and approaches.
- **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.

Special Requirements

The successful candidate will be required to undertake a National Police Clearance or equivalent as well as other potential background checks. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.



Flexible Working Arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work. Talk to us about how this role could be flexible for you. *Work life balance.*

Diversity and Inclusion

We are working hard to recruit diverse people and ensure that all our people feel supported to do their best work and feel empowered to let their ideas flourish.

We are committed to the safety and wellbeing of all children and young people.

To Apply

As part of their application process, we ask that candidates provide the following:

- **Curriculum Vitae** – outlining relevant aligning experience.
- **Cover Letter or Executive Summary** – outlining the motivation for applying and a high-level snapshot of relevant aligning capabilities and experience. This document should not be longer than two pages.
- **Contact details for three Referees** – Referees will only be contacted after prior consultation with the candidate. It is the candidate's responsibility to ensure that their referees are willing to provide reports when contacted by CSIRO.

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
- Further Together
- Making it Real
- Trusted

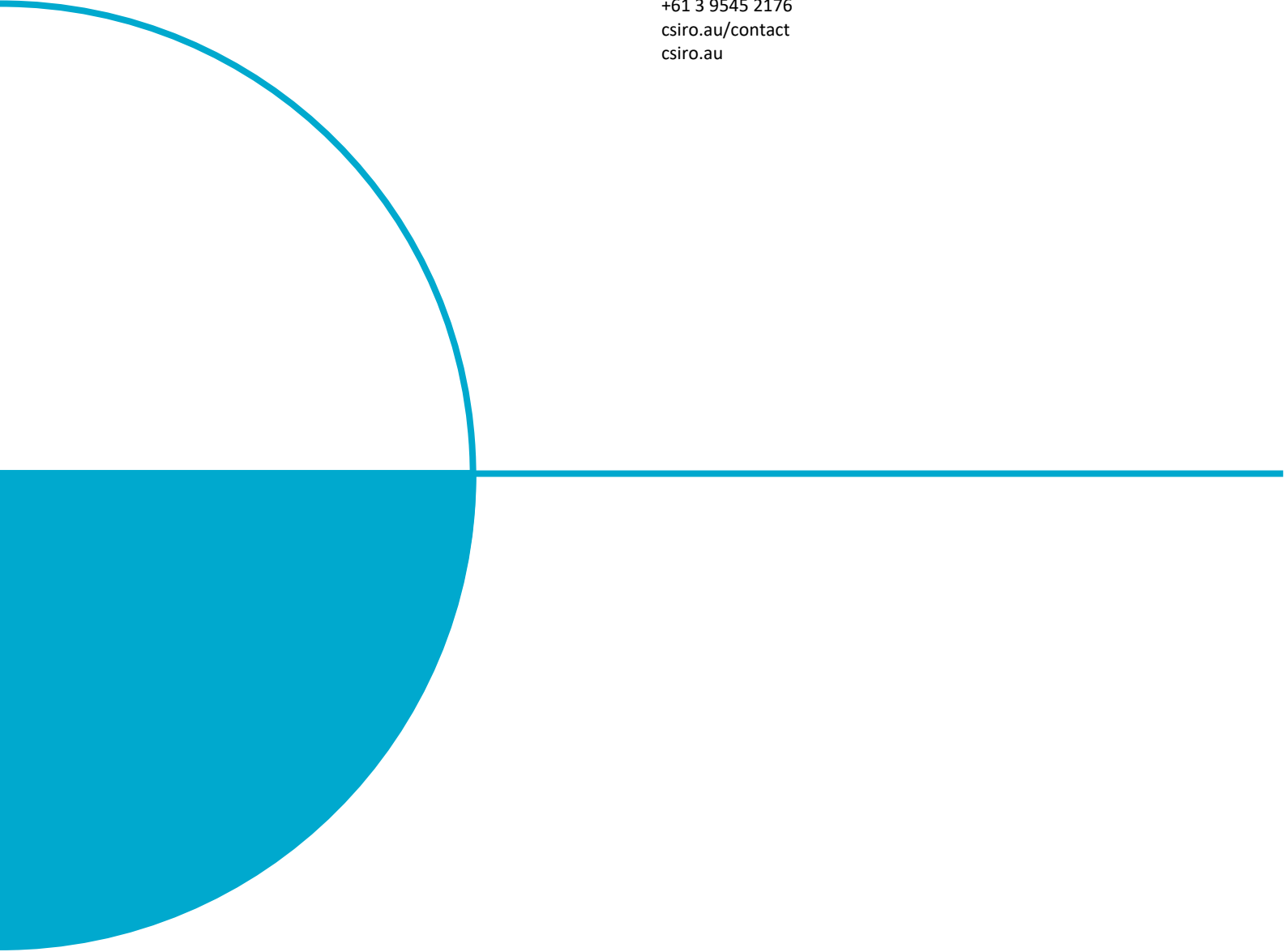
For any questions not answered in the above, please feel free to contact:

Melanie Pecanek
Executive Talent Acquisition Business Partner
0487 373 780
Melanie.pecanek@csiro.au

Applications close 11:59pm AEST, Thursday 1st June 2023

We encourage early applications as we reserve the right to close the advertising early if we find our desired candidate.





As Australia's national science agency and innovation catalyst, CSIRO is solving the greatest challenges through innovative science and technology.

CSIRO. Unlocking a better future for everyone.

Contact us

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[csiro.au/contact](https://www.csiro.au/contact)

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