# Position details

## Administrative services- CSOF5

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| The following information is for applicants | |
| Advertised job title | Ecosystem Manager, ON Innovation Program |
| Job reference | 100955 |
| Tenure and work schedule | Specified Term of 2 years (multiple opportunities)  Full-time.  We will explore options for part-time, job-share and flexible work arrangements based on needs of the role and individual circumstances. |
| Salary range | AU$114k - AU$123k per annum (pro-rata for part-time)  plus 15.4% superannuation |
| Location(s) and office arrangements | Sydney (Gadigal), Brisbane (Meanjin) or Adelaide (Tarntanya) other locations may be considered.  Hybrid working available up to 4 days. Flexible work options available. |
| Relocation assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Internal CSIRO Employees * Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Program Manager, Ecosystem & Partnerships |
| Client focus – internal | 30% |
| Client focus – external | 70% |
| Number of direct reports | 0 |
| Enquire about this job | Annie Le Cavalier, ON Program Manager, Ecosystem & Partnerships annie.lecavalier@csiro.au |
| Support and workplace adjustments | We offer a range of reasonable supports and workplace adjustments. Please let us know via wade.barker@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) |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

**About CSIRO**

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

As one of the world’s largest multidisciplinary mission-driven research organisations, we are focused on the issues that matter the most: for our quality of life, for the economy and for our environment. We believe diverse teams are more effective and deliver more innovative outcomes. When we all focus on the big things that really matter, and work in partnership with our communities and [Indigenous Australia](https://www.csiro.au/research/indigenous-science), Australian science and technology can solve seemingly impossible problems and create new value for all Australians. Visit [CSIRO.au](https://www.csiro.au/) for more information.

### Role overview

## The role of Administrative staff in CSIRO is to 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 Unit to achieve their objectives and meet Government and regulatory responsibilities.

The ON Innovation Program provides innovation programs and services that accelerate Australia’s most promising research breakthroughs from mind to market. Through its flagship initiatives—ON Prime and ON Accelerate—the program supports over 100 research teams annually, equipping them with the skills, confidence, and networks needed to translate their ideas into real-world impact. This includes building entrepreneurial capability and exploring commercialisation pathways.

The Innovation Ecosystem Manager plays a pivotal role in engaging the key stakeholders responsible for driving research impact and commercialisation within universities and publicly funded research agencies (PFRAs) and Medical Research Institutions (MRIs). These include Technology Transfer Officers, Research Partnerships Managers, and other professionals tasked with supporting the translation of research into societal and economic outcomes. The role is focused on building strong, strategic relationships with these stakeholders to drive participation in ON programs and to support long-term collaboration.

In addition, the role is responsible for engaging and managing relationships with ON’s Mentor and Investor communities—critical contributors to the success of participating research teams. The Innovation Ecosystem Manager leads the delivery of either the ON Mentor Program or the ON Investor Engagement strategy and contributes to the broader ecosystem engagement program through events, alumni connections, and stakeholder communications.

This role also supports the development and implementation of systems, policies, and procedures that enable the CSIRO ON Program to meet its strategic objectives and regulatory responsibilities. It requires a high level of autonomy, stakeholder engagement expertise, and a passion for research translation and innovation.

### Duties and key result areas

* Skilfully execute stakeholder engagement to build a network of advocates at all levels of the hierarchy in target institutions, including universities, PFROs, and MRIs and take responsibility for stakeholder satisfaction, and correct problems promptly and in a constructive manner.
* Persuade the set of stakeholders necessary to ensure a pipeline of quality innovation program applications (and equivalent participation decisions by industry).
* Discover and map partnership opportunities in the identified innovation catchment area and keep a high quality and current record of all partner and stakeholder engagements via CRM.
* Foster partnerships and engage with industry, investors and mentors to maintain strong connections and provide support throughout and post program.
* Contribute to and deliver an innovation ecosystem Engagement Strategy and program of activities; e.g., events, connections to alumni teams and mentors.
* Lead the end-to-end ON Mentor Program Experience and Engagement Strategy OR the ON Investor Program and Engagement strategy, including recruitment, onboarding, regular communications, event attendance, engagement and evaluation.
* Represent CSIRO at external and internal forums related to ON Innovation Program capability.
* Work independently to deliver results through the use and allocation of available resources within constraints laid down by managers.
* Communicate openly, effectively and respectfully with all staff, stakeholders 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.
* May be expected to influence the decision of managers by recognising the need for change and initiating innovative solutions/proposals.
* Liaise with clients to determine their needs and tailor solutions to potentially conflicting requirements.
* Take personal responsibility for client satisfaction, and correct problems promptly and in a constructive manner.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.
* Other duties as directed.

## **Selection criteria**

#### Essential

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

1. Relevant trade certificate/diploma/bachelor’s degree or equivalent relevant work experience in event and project management, communications, community management, research and innovation programs.
2. Demonstrated ability to build and maintain productive relationships with diverse stakeholders across the research and innovation ecosystem, such as Technology Transfer Offices, startup innovation hubs, mentors, and investors, and converting those relationships into meaningful engagements.
3. Demonstrated understanding and experience in the following areas:

* Stakeholder mapping
* Persuading others and building strong interpersonal networks
* Translating conceptual thinking into practical initiatives

1. Experience working autonomously and remotely, including a demonstrated ability to plan ahead, anticipate requirements & self-prioritise multiple tasks
2. Demonstrated interest in science and innovation, with the ability to engage with emerging trends, support the development of innovative ideas, and contribute to initiatives that enable research translation and technological advancement
3. Ability to work in a fast-paced environment and can adapt to changing circumstances and to operate well with situations that lack clarity to achieve team objectives.

## **Desirable**

1. Tertiary qualifications in a relevant business, arts, science or engineering discipline will be highly regarded.
2. Previous working experience in a development or partner relationship role in an accelerator or the innovation and research sectors.
3. Demonstrated understanding of the Venture Capital landscape, deep tech commercialisation, and the role of external partners, industry and mentors play in supporting research translation.

**Not sure if you meet all the criteria?**

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don’t let the list discourage you. If you are unsure about applying, please reach out to the contact on page 1 of this document so we can discuss the role further.

## **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.

**Setting you up for success**

We understand that not everyone works in the same way and sometimes people may require reasonable support and adjustments to perform at their best. Whether related to the recruitment process and or the role itself, this may include options such as providing different methods of communication, flexible hours or physical adjustments to work methods. If you feel comfortable, we encourage you to share any support and adjustments you may need to carry out the inherent requirements of the role. Please let us know via wade.barker@csiro.au if we can help you to equitably participate in our recruitment process.

**Life at CSIRO and flexible working arrangements**

We [work flexibly at CSIRO](https://www.csiro.au/en/careers/life-at-csiro/Flexible-work), offering a range of options for how, when and where you work.  We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, [benefits](https://www.csiro.au/en/careers/life-at-csiro/Benefits) and [career development](https://www.csiro.au/en/careers/life-at-csiro/Career-development) opportunities. To learn more, visit [Careers at CSIRO](https://www.csiro.au/en/careers).

We celebrate the uniqueness of our workforce and are committed to creating [diverse and inclusive teams](https://www.csiro.au/en/careers/life-at-csiro/Diversity-inclusion-belonging) where everyone feels they belong. CSIRO is an equal employment opportunity organisation dedicated to recruiting people based on merit and reflecting the diversity of the community we serve. We recognise true diversity encompasses all ages, nationalities, abilities, cultures, genders, sexualities, faiths, levels of education, diversity of thought and many more aspects of identity. By empowering diverse teams, our community is reflected in the solutions we create.

**CSIRO values**

CSIRO is a values-based organisation committed to values-based leadership.

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| **Value** | **Descriptor** | **Behaviour** |
| **People first** | Our priority is the safety and wellbeing of our people. We believe in, and respect, the power of diverse perspectives. We seek out and learn from our differences. | * Respectful * Caring * Inclusive |
| **Further together** | We achieve more together than we ever could alone. We listen and collaborate, in teams, across disciplines, across boundaries. We embrace ambiguity and use discussion and persistence to generate unique solutions to complex problems. | * Accountable * Authentic * Courageous |
| **Making it real** | We do science with real impact. We thrive when taking on the big challenges facing the world. We take educated risks and defy convention. We celebrate successes and failures and leverage them to learn as we strive to be the force for positive change. | * Partnering * Cooperative * Humble |
| **Trusted** | We’re driven by purpose but remain objective. We fight misinformation with facts. We earn trust everywhere through everything we do. We trust each other and we hold each other accountable. Together our actions drive Australia’s trust in CSIRO. | * Curious * Adaptive * Entrepreneurial |

**Child safety**

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](https://www.csiro.au/en/about/policies/child-safe-policy).

Special requirements

Appointment to this role is subject to provision of a pre-employment background check and may be subject to other security/medical/character clearance requirements.

* The successful candidate will undertake a pre-employment background check. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.