# Position Details

## General Management – CSOF7

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| The following information is for applicants | |
| Advertised Job Title | Equity Portfolio Manager |
| Job Reference | 87248 |
| Tenure | Specified Term of 3 years  Full-time |
| Salary Range | AU$141,949 - AU$157,055 per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Sydney NSW preferred. Melbourne VIC or Canberra ACT or Brisbane QLD may be considered. |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens Only * Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Equity Portfolio Manager |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | 0 |
| Enquire about this job | Hayden Forrester via email [Hayden.Forrester@csiro.au](mailto:Hayden.Forrester@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. |

**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).

### Role Overview

As part of its primary function, CSIRO seeks to identify appropriate opportunities to commercialise its scientific research, which may include forming and investing in companies, where those companies present the optimal commercialisation pathway for that research, and which creates positive societal, economic or environmental benefits for Australia.

Given the growth in the number and value of these investments, CSIRO’s Equity Portfolio team is recruiting an Equity Portfolio Manager, who will be responsible for the ongoing management of CSIRO’s direct Equity Portfolio.

Working with the existing Equity Portfolio Manager, the new EPM will be responsible for the day-to-day management of a sub-portfolio of companies, more specifically: developing a deep understanding of each company, staying abreast of developments at each portfolio company, managing the internal process around any shareholder approvals, semi-annual investment re-valuations and interactions with CSIRO Finance, and fulfilling internal financial and regulatory reporting requests.

The successful candidate will be expected to build relationships with and interact with CSIRO nominee directors, portfolio company management teams and other external stakeholders.

The Equity Portfolio of CSIRO has grown and will continue to grow substantially in both quantum of transactions and value of the portfolio due to the ongoing implementation of the CSIRO Commercialisation Strategy. As such, this role will have a highly visible presence across the organisation and requires the candidate to have a sound knowledge of equity transactions, investment management and valuation principles, attention to detail and strong communication capability.

The role will have significant engagement with Commercialisation Managers and CSIRO Business Unit stakeholders and liaise closely with the IP, Legal and Finance teams to facilitate the effective management of CSIRO’s Equity Portfolio. This will be in relation to both existing investments, and over time, the successful candidates will also be given the opportunity to shape new investment and spin out opportunities being pursued by CSIRO deal teams.

### Duties and Key Result Areas

* The successful candidate will:
  + Work alongside the existing Equity Portfolio Manager to take custodianship of equity management at CSIRO.
  + Manage any shareholder-related matters, including preparing papers and reviewing documents necessary to make a recommendation to CSIRO’s Shareholder Representative or the CSIRO Delegate, for each specific investment.
  + Provide support to CSIRO’s nominee directors.
  + Stay abreast of each company’s capital raising activities and progress against key milestones to then understand and make recommendations relating to CSIRO’s holding value for that investment.
  + Respond to regulatory and financial reporting requests associated with CSIRO’s Equity Portfolio.
  + Assist in developing external communication and marketing activities to promote the impact and performance of CSIRO’s equity management activities.
  + Develop and implement exit or conversion strategies for each transaction and management of exit or conversion activities.
* Transactional support for new investment opportunities by partnering with CSIRO Business Units, Business Development, and Commercial teams to develop a pipeline of new equity investment opportunities to enable equity re-investment.
* Work with Business Units and appropriate Enterprise Support Services to perform the above activities and to ensure alignment between BU strategy and Equity Portfolio management outcomes.
* Manage the reporting around performance of CSIRO’s Equity Portfolio for both internal and external requirements.
* Develop and mentor junior team members.
* Adhere to, promote and encourage the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives, and Zero Harm goals.

## **Selection Criteria**

#### Essential

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

1. Degree level qualifications in either commerce, finance, law, accounting or other relevant discipline.
2. Excellent written and oral communication skills, evidenced by superior reporting, presentation and negotiation abilities, and the capacity to identify and influence critical stakeholders to gain support for contentious proposals/ideas.
3. Significant commercial experience gained in an investment management, financial/corporate advisory, accounting or other relevant corporate or financial markets environment
4. Expertise in performing detailed company and financial analysis
5. Knowledge and understanding of equity investment instruments, including associated documentation
6. Knowledge and understanding of company valuation techniques
7. Strong commercial acumen and understanding of key corporate governance principles
8. A strong history of working effectively in teams

## **Desirable**

1. Direct investment management experience
2. Familiarity with the Australian innovation sector and science commercialisation pathways
3. Experience with start-up companies and VC funding
4. Experience engaging with third party management teams and stakeholders, ideally gained in an investment management setting
5. Previous experience in a similar position

## **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.

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.

Include if relevant:

* The successful candidate will be asked to obtain and provide evidence of a National Police Clearance or equivalent. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* *If you have any queries regarding finalising the Duties and Key Result Areas or the Special Requirements for this position, please consult with In-business HR or the Talent Acquisition Team.*

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and Hyperlink for BU if relevant for more information.

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