# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Grants Manager, Growth |
| Job Reference | 90833 |
| Tenure | Specified Term of 3 years  Full-time |
| Salary Range | AU$105,806 – AU$114,500 per annum plus up to 15.4% superannuation |
| Location(s) | Melbourne, Brisbane, Sydney, Adelaide, Canberra, Newcastle (all negotiable) |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents * All Candidates |
| Position reports to the | General Manager – Missions Program Office |
| Client Focus – Internal | 70% |
| Client Focus – External | 30% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Alex Cooke via email at [Alex.Cooke@csiro.au](mailto:Alex.Cooke@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

CSIRO’s purpose as Australia’s national science agency is to solve Australia’s greatest challenges through innovative science and technology.

As one of the world’s largest mission-driven multidisciplinary science and research organisations, we are focusing on the issues that matter the most: for our quality of life, for the economy and for our environment.

CSIRO has embarked on a Missions program to accelerate our capacity to solve the greatest challenges at scale through collaborative programs enabled by investments in digital, future science and tech, data and our people. These major scientific and collaborative research programs are intended to amplify our nation’s capacity to solve the greatest challenges and accelerate the pace and scale at which we can solve each challenge and unlock a better future for our community, our economy and the planet.

The Missions Program has moved into implementation mode and the Program Office is now focussed on supporting individual missions within the portfolio to scale up and meet their objectives.

The Grants Manager will work to ensure active management and delivery of grants programs that support the achievement of missions in the portfolio. The Grants Manager will lead the design and implementation of grant/project management approaches that facilitate dynamic monitoring of grant funding expenditure, project progress and reporting of agreed milestone activity back to program operational structures with efficiency, transparency and rigour. In managing oversight of grant activity reporting and evaluation, the Grants Manager will interact regularly with grant managers, Project R&D teams, government, NGO and industry partners engaged in or leading funded grants program work. The Grants Manager will also be responsible for the routine monitoring and reporting of risk identified in project expenditure and agreed grant milestone activities.

The Grants Manager is part of the Mission Program Office and works collaboratively with key functions within the Growth division to administer mission-aligned strategic grants programs, including: coordinating program communications; developing and implementing procedures for project submissions, assessment, selection, and monitoring and evaluation; financial administration and record keeping; and assisting with the preparation of related legal agreements and contracts.

### Duties and Key Result Areas

* Provide expertise on grants management and administration across a broad range of strategic delivery areas
* Collaborate with stakeholders to establish grants programs, including in partnership with international funding agencies, achieve intended program outcomes and facilitate future collaborative opportunities
* Provide advice to grant applicants and holders as well as Business Unit stakeholders on grant terms and conditions, reporting and variation requirements, feedback and outcomes as well as deliver information sessions such as webinars
* Administer pre-award and post-award lifecycle for grant programs involving external partners
* Manage grant activity and expenditure; management of both personal or other sensitive information, whether of CSIRO staff and affiliates, or members of the public including commercially sensitive information of CSIRO and/or research or commercial partners.
* Assist with the management of program resources, including financial administration and record keeping
* Monitor and report on Key Performance Indicators (KPIs), program outcomes and analyse against budget specifications. Make recommendations for change to ensure programs are efficiently administered and continue to contribute to the Missions Program
* In-depth knowledge of relevant financial, governance and administrative frameworks
* Take responsibility for the achievements of own and team outcomes, monitor progress and follow through to deliver quality outcomes
* 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 to carry out tasks in support of CSIRO 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.

## **Selection Criteria**

#### Essential

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

1. Strong grant management and administration, with proven ability to drive continuous improvement in the quality and efficiency of mission-aligned grant program activities. Demonstrated ability to develop and implement reporting processes, monitor expenditure, provide project activity information and ensure legislative, financial and administrative compliance / risk management for externally partnered projects.
2. Demonstrated experience in managing complex science technology-industry partnered collaboration grant schemes, in government or R&D organisations, and a strong understanding of adaptive project grant planning, monitoring, evaluation and learning frameworks.
3. Demonstrated ability to effectively liaise with collaborative project teams spanning innovation ecosystem sectors and national boundaries. Demonstrated communication and influencing skills to engage senior representatives from Government organisations, industry, and civil society.
4. Exceptional oral and written communication, interpersonal, negotiation and representational skills, including experience working across diverse teams and large organisations, with the ability to prepare clear project reporting documentation and convey progress and risks to supervisors and a variety of audiences
5. Tertiary qualifications or equivalent experience in disciplines of STEM, business, policy, commercialisation or a related field (would be an advantage).
6. Proven ability to deliver results in an environment of high ambiguity and support multiple initiatives across a large complex organisation.

## **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.

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. Visit [CSIRO Online](http://www.csiro.au/) 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