# Position Details

## Administrative Services- CSOF5

|  |
| --- |
| The following information is for applicants |
| Advertised Job Title | Senior Strategy & Market Analyst  |
| Job Reference | 91029 |
| Tenure | Specified Term of 2 years Full-time |
| Salary Range | AU $105,806 to $114,500 pa + up to 15.4% superannuation |
| Location(s) | Location flexible: Canberra, Melbourne, Sydney or Brisbane  |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Enterprise Manager (Strategy & Insights) |
| Client Focus – Internal | 80%  |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Ayush Dutta at Ayush.Dutta@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 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 vision is to be Australia’s innovation catalyst, boosting the country’s innovation performance and creating value for our customers that makes a positive difference to our nation. The focus is on Australia’s future and cultivating a competitive edge for participation in global industry.

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. The CSIRO enterprise Strategy Function sits within the Office of the Chief Executive. It delivers a range of services related to strategy, planning, program, and performance management to CSIRO leaders including the Board and the Executive Team.

The Senior Strategy & Market Analyst, within the Strategy and Insights Team of the enterprise Strategy Function, will play a lead role in scoping, project managing and delivering market and business insight to CSIRO leaders undertaking strategy and planning projects. The insights will be used to inform decision-making, development of new initiatives and to solve complex issues of national significance. The successful candidate will have strong business strategy and market analysis skills, excellent communication and report writing skills, will be comfortable leading and facilitating discussions, and must be an enthusiastic and motivated team player.

### Duties and Key Result Areas:

* Liaise with clients to determine their strategy development process, identify market and business research needs, tailor solutions, and deliver critical reports of varying size and scale.
* Under limited direction, use technical expertise to lead projects and achieve results leveraging available resources.
* Quickly gather, understand, analyse, and synthesise information from disparate sources into detailed, logical, evidence-based insights and conclusions that guide strategy conversations.
* Succinctly and professionally communicate complex business, scientific and technical concepts to clients. Provide briefing and advise to senior executives.
* Work collaboratively with colleagues within the team, the business unit and across CSIRO to reach objectives. Establishing networks with other teams and professionals in their field.
* 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.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

## **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.

## **Selection Criteria**

#### Essential

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

1. A degree in a relevant discipline such as Science, Engineering, Business or Relations, Economics, Finance, or related fields.
2. Professional experience in business, government, science, or innovation related activities.
3. Excellent verbal and written communication skills and ability to facilitate conversations.
4. Experience in using market research and business analysis tools to rapidly source, evaluate, synthesis and analyse a broad range of business, technical and economic data to form relevant business insights.
5. Experience developing and/or applying business analysis and strategic analysis frameworks (i.e., value chain analysis).
6. Experience generating professional quality reports (PowerPoint and Word) and deliverables that clearly communicate key insights to a senior executive-level audience.
7. Strong project management and stakeholder management skills in end-to-end project delivery.

## **Desirable:**

1. Strong subject matter expertise in a technical field with prior experience in delivering projects in at least one of the following industries: agriculture and food, energy, manufacturing, digital or health.
2. Professional experience in Management Consulting firms or internal Strategy Functions.
3. A post-graduate degree in MBA or equivalent.

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. To find out more visit us [online](http://www.csiro.au/)!

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