# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Senior Advisor, Global Growth (multiple roles) |
| Job Reference | 91349 |
| Tenure | Specified Term of 3 years  Full-time or part-time |
| Salary Range | AU$$105,806 - AU$114,500 per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Canberra or other major cities in Australia |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Senior Portfolio Manager, Global Growth |
| Client Focus – Internal | 60% |
| Client Focus – External | 40% |
| Number of Direct Reports | 0 |
| Enquire about this job | Doris Tong via email at [Doris.Tong@csiro.au](mailto:Doris.Tong@csiro.au) or phone +61 2 6218 3756 or Ami Latona via email at [Ami.Latona@csiro.au](mailto:Ami.Latona@csiro.au) or phone + 61 2 6218 3725 |
| 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 Global team drives collaboration to increase CSIRO’s international influence, establish strategic partnerships across industry and government, and connect the world with the best of Australia’s science, research, and innovation. The Global team are the international face of CSIRO with representation in the United States of America (San Francisco and Washington), Singapore, Vietnam, Indonesia, Chile and across Australia.

We are seeking three new Senior Advisors to join the expanding Global team, to lead the growth and development of strategic international partnerships on areas including Climate and Environment, Future Industries, Food Security and Agriculture, Southeast Asia, and the Pacific.

Senior Advisors will each lead a combination of thematic areas (e.g., Food Security and Agriculture) and priority countries and regions (including the Pacific and Southeast Asia). They will have the opportunity to grow significant international partnerships and develop new, high-profile initiatives including priority bilateral and regional strategic programs.

Senior Advisors will report to the Senior Portfolio Manager, Global Growth, as part of a high-performing, friendly and supportive team. The country engagement leads will also work closely with CSIRO Science Counsellors and locally engaged program staff in the region.

### Duties and Key Result Areas

* Collaborate internally across all of CSIRO’s science areas - Future Science Platforms, Business Units and Mission Programs - to scale programs and support challenge specific international engagement strategies in an integrated and sustainable way.
* Lead the growth and development of strategic, long-term collaborations with international Government, industry, business, and research partners which turn science into real-world solutions in alignment with Australia’s national benefit and science priorities.
* Identify and initiate innovative approaches to work with partners across countries and sectors to amplify CSIRO’s impact and Australia’s influence internationally.
* Coordinate with Australian Government Departments and Agencies on the delivery of Australian Government bilateral and multilateral science and technology-related policy commitments as relevant, and feed into CSIRO planning, briefing, and reporting.
* Represent CSIRO at external and internal meetings, including Inter-Departmental Committees and Working Groups.
* Develop strategic advice and briefing for the CSIRO Leadership Team to inform high-level engagement with international Government, business, and research counterparts.
* Work closely with CSIRO science teams, whole-of-government, Australian Embassies, and industry partners to promote and advocate Australia’s science and technology expertise and objectives at multilateral events and meetings.
* Work collaboratively as part of a multi-disciplinary, cross-cultural team comprised of staff located across Australia, the US, Chile, Vietnam, Singapore, and Indonesia.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct.

**Selection Criteria**

#### Essential

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

1. Relevant degree and/or equivalent relevant work experience in science, technology, business, international relations and/or stakeholder engagement in Australia or internationally.
2. Exceptional written and verbal communication skills, including the ability to develop succinct briefings and advice based on complex information and deliver clearly articulated interventions to meetings and workshops.
3. Demonstrated ability to collaborate effectively both at senior levels and operationally across multiple functions, government departments and international organisations, to develop and achieve strategic partnerships and/or commercial impacts, focusing on maximising organisational growth.
4. Exceptional stakeholder management and partnership development skills, including a strong ability to build valuable networks and develop and manage complex multi-stakeholder collaborations.
5. Ability to manage competing priorities and adapt quickly in a frequently changing environment.

## **Desirable**

1. Experience liaising with external stakeholders from culturally diverse backgrounds including preparing for, participating in, and leading international meetings.
2. Existing Government, industry, business and/or research sector networks in one or more of the following country or thematic areas: Southeast Asia, Pacific, Climate and Environment, Future Industries, Food Security and Agriculture.
3. Knowledge of CSIRO’s internal structures and operations.
4. Experience working in an impact focused research organisation, university or with industry innovation.

## **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.

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.
* The successful candidate will be required to obtain and maintain a Negative Vet Level 1 Australian Government Security Clearance. Existing higher level security clearances will be eligible to be maintained.

## **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