# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Innovation Ecosystem Manager |
| Job Reference | 92097 |
| Tenure | Specified Term of 2 years  Full-time |
| Salary Range | CSOF5  AU$ 105,806- AU$ 114,500 per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Sydney, Melbourne, other locations considered |
| Relocation Assistance | Will not be provided |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Program Manager, ON Innovation Partnerships |
| Client Focus – Internal | 30% |
| Client Focus – External | 70% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Josh Pitt via email at josh.pitt@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

## The Innovation & Engagement Services Team manages [innovation programs and services](https://www.csiro.au/en/work-with-us/funding-programs/innovation-programs) that accelerate research to impact. The role of Ecosystem Manager is responsible for managing relationships with universities, publicly funded research agencies (PFRAs), global partners, industry, and innovation program mentors and alumni. This role works with our stakeholders to generate interest in participating in our Innovation Programs and to maintain strong connections post-program.

## This role 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.

### Duties and Key Result Areas

* Discover and map partnership opportunities in the identified innovation catchment area. Contribute to proposal and bid development for partner opportunities.
* Skillfully execute stakeholder engagement to build a network of advocates at all levels of the hierarchy in the target institutions including universities and PFRAs.
* Persuade the set of stakeholders necessary to ensure a pipeline of quality innovation program applications (and equivalent participation decisions by industry).
* Develop relationships with innovation program mentors and alumni to create an engaged and vibrant ecosystem for the innovation programs.
* Help build and deliver an innovation ecosystem engagement program; e.g., events, connections to alumni teams and mentors
* Keep a high quality and current record of all partner and stakeholder engagements via CRM
* Represent CSIRO at external and internal forums related to Innovation & Engagement Services capability.
* Work independently to deliver results through the use and allocation of available resources within constraints laid down by managers.
* 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.
* 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’s 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. 3-5 years in a business or partner development role with evidence of success achieving against development-based performance metrics.
2. Demonstrated track record of successfully creating, developing and managing new relationships in a large B2B environment and converting those relationships into purchase/action decisions.
3. Demonstrated understanding and experience in the following areas:

* Stakeholder mapping
* Internal and external Stakeholder and key account management
* Large scale corporate change programs
* 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.
3. Ability to 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, 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.

## **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.
* Capacity to undertake substantial time (1-2 days) out of the office or interstate travel per week as well as attend a significant amount of out of hours work/networking events.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [www.csiro.au/innovation-programs](http://www.csiro.au/innovation-programs) 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