# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Program Manager - Regional Health Partnerships |
| Job Reference | 92814 |
| Tenure | Specified Term of 5 years  Full-time or Part-time |
| Salary Range | AU$$121,455to AU$142,321pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | ACT, NSW, VIC, QLD, SA, WA |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Executive Manager, Global Growth |
| Client Focus – Internal | 30% |
| Client Focus – External | 70% |
| Number of Direct Reports | 0 |
| Enquire about this job | Michelle Baker via email at [michelle.baker@csiro.au](mailto:michelle.baker@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).

**Child Safety**

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](https://www.csiro.au/en/about/policies/child-safe-policy).

**Role Overview**

Preventing and reducing disease in the Pacific and Southeast Asian region helps to protect human and animal health, strengthens regional economic security, productivity, trade, tourism, and development, and fosters social and political stability. It is in our national interest as it will minimise the possibility of disease spread to Australia, strengthen the region’s economic security, and expand trade and investment opportunities.

To address this challenge, CSIRO will be working in with partners in government and in the region to deliver impact by addressing regional capability gaps. This work will extend CSIRO’s collaborative networks, create new markets for Australian technology, and strengthen CSIRO’s global credibility with governments, industry, and the research sector as a trusted health preparedness partner.

**The Program Manager - Regional Health Partnerships**, is part of CSIRO’s Growth team and reports to the Executive Manager, Global Growth.

This role will liaise with partner organisations and implement project objectives and outcomes to build the capacity of Pacific and Southeast Asian nations to tackle emerging and endemic infectious diseases as a strategy for enhancing regional and Australian health preparedness. The Program Manager will also be responsible for completing and overseeing project reporting, monitoring and evaluation and financial management; identification and coordination of research which complement project objectives may also be included where possible.

### Duties and Key Result Areas

* Strategic development and management of the Regional Health Partnership.
* Forster cross CSIRO collaboration in the design and delivery of projects.
* Establish and implement program governance and management approaches inclusive of internal and external stakeholders.
* Create mechanisms for CSIRO colleagues to co-design program elements and participate in program governance
* Seek and implement input from CSIRO subject matter experts to contribute to successful program implementation.
* Engage with relevant government agencies to ensure objectives are aligned and work to respond to industry needs and government policy, as well as the political, social and organisational environment.
* Implement program level work packages or practices to improve the efficiency of program delivery and amplify the impact of program activity.
* Develop ongoing performance metrics and reporting for program work packages including outcomes delivery assessment and interventions for performance related issues.
* Provide leadership on key stakeholder management structures and stakeholder engagement activity to support discovery of growth and impact opportunity.
* Demonstrate excellence in program management practices including budget planning and financial management.
* Provide high-level strategic advice concerning Business Unit and/or organisational issues which influences the Organisation and/or Government decisions.
* 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 Making Safety Personal goals.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. A minimum of 5 years’ experience in program management and a Tertiary qualification in either a Science and/or Business discipline.
2. Proven experience managing, implementing, and delivering successful research or development programs.
3. Experience in navigating through and with large complex organisations and bureaucracies, overcoming barriers and roadblocks to build awareness and strategic engagement.
4. Experience in the development and delivery of whole of organisation programs and outcomes that are consistent with Australia’s domestic policy positions.
5. Demonstrated ability to establish and develop strong stakeholder relationships, engage effectively, and align with multiple organisations and maintaining strong professional and collaborative working relationships with key internal and external stakeholders.
6. Demonstrated exceptional organisational skills, ability to multi-task, coordinate complex scheduling and execute activities within required timeframes and to the clients’ expectations.
7. High level interpersonal, written, and verbal communication skills including a demonstrated ability to prepare project reports, document and critique results and evaluation data, communicate effectively and build relationships with colleagues and clients from diverse cultural backgrounds in order to meet project goals and timelines.

## **Desirable**

1. Have a broad knowledge of CSIRO’s capability, industry needs and government policy, understand the political, social and organisational environment, and align Business Unit and organisational objectives.
2. Comprehension of science and technology concepts and models to support the translation of science and technology into value creation.
3. Experience and/or published literature in applied research in either international animal health, international development, or epidemiology.
4. Experience in the application of laboratory diagnostics to mitigate, detect and respond to transboundary and emerging infectious diseases.
5. An understanding of the RD&D environment in Australia and key international markets, particularly in low emissions technologies, hydrogen energy research or a related field.
6. Experience in working with virtual teams across Australia and internationally.

## **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:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas.
* **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, understanding, 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:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

Special Requirements

Appointment to this role is subject to provision of a pre-employment background check and may be subject to other security/medical/character clearance requirements.

Include if relevant:

* The successful candidate will undertake a pre-employment background check. 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 security clearance at the NV1 level.
* ACDP - Security Assessment and Microbiological Security Requirements for Personnel Working on the Australian Centre for Disease Preparedness (ACDP) Site.

## **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