# Position Details

## General Management – CSOF7

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| The following information is for applicants | |
| Advertised Job Title | Executive Manager – Missions Delivery |
| Job Reference | 92542 |
| Tenure | Indefinite |
| Salary Range | AU $146,207 to $161,767 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Sydney, Melbourne and Canberra preferred. Other CSIRO locations will be considered. |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Director, Strategic Delivery |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 9 |
| Enquire about this job | Alex Cooke |
| 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 (Commonwealth Scientific and Industrial Research Organisation) 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**

* **Can you support transformational change and impact?**
* **Want to help create an environment that encourages new ideas and supports emerging skills?**
* **Join CSIRO Growth today and help us solves Australia's greatest challenges!**

Missions are large-scale scientific and collaborative research initiatives aimed at making significant breakthroughs. Through missions we aim to accelerate the pace and scale a through collaborative programs enabled by investments in digital, future science and tech, data and our people. To date CSIRO has launched 8 missions and aims for missions to account for $230m of the organisation’s efforts by FY2025.

CSIRO has embarked on a program to scale its mission-oriented research activities. These major scientific and collaborative research programs are aimed at making significant breakthroughs in solving national challenges such as sustainable energy & resources, resilient & valuable environments, health & wellbeing, food security & quality, future industries and a secure Australia & region.

To deliver on this mandate, CSIRO has established the Strategic Delivery Group, which encompasses the missions program, innovation programs and support functions. Strategic Delivery Group aims to be a centre of best practice for initiative design, integrated insights and analysis, performance and implementation coordination.

Strategic Delivery Group is seeking an Executive Manager to build and lead a team dedicated to supporting development and delivery of mission-oriented initiatives to achieve maximum impact.

The role requires an individual with commitment to supporting impact for national benefit, high tolerance for ambiguity, strong emotional intelligence, a proactive and collaborative approach, self-motivation, and the ability to lead and influence.

### Duties and Key Result Areas

The purpose of the role is to lead the strategic development and delivery of Missions to accelerate the pace and scale at which we address national challenges by deploying CSIRO’s multidisciplinary capability and optimising innovation system collaboration. Key results areas include:

* Manage the delivery of missions and other mission-oriented initiatives and ensure program design and governance are optimised to enable CSIRO’s Business Units to give strategic direction to individual missions and flexibly deploy capability to achieve greater impact.
* Develop and implement change management plans and proactively engage across the organisation to influence key stakeholders to support, invest in and advocate for missions.
* Develop, maintain and implement program governance and risk management frameworks to ensure the integrity and compliance of the program.
* **Lead the team to establish and implement information management tools, processes and protocols to enable efficient portfolio level reporting and gather insights to inform decision-making and continuous improvement.**
* **Build and maintain grants management capability to develop and deliver mission-aligned funding programs that facilitate global and national collaboration to address national challenges.**
* Work closely with business partners to ensure the Missions Program is effectively supported by key service teams, such as Finance, Corporate Affairs, Business Development and Commercial.
* Develop a purposeful, innovative and collaborative team culture and support team members’ professional development to build capability, enhance performance and drive continuous improvement.

## **Selection Criteria**

#### Essential

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

1. Relevant tertiary qualifications and/or experience in a relevant area such as research/innovation strategy, planning and portfolio/program management.
2. Experience building and leading high-performing teams to support the development, delivery and performance of complex programs and initiatives.
3. Demonstrated experience working at a high-level with industry and research, government and/or business sectors, with an ability to engage and influence stakeholders at all levels - including senior levels.
4. Exceptional communication and stakeholder management skills with strong ability to build valuable networks, connecting and coordinating multi-stakeholder engagements and providing leadership in meetings and workshops to deliver clearly articulated outcomes.
5. Demonstrated high level strategic and program management skills with the ability to analyse and solve complex problems and break down barriers to achieve program objectives in a timely manner with limited resources.
6. The ability to work effectively as part of a multi-disciplinary, regionally dispersed team, plus the motivation and discipline to carry out autonomous research.

#### Desirable

1. Experience managing the delivery of mission-oriented programs and initiatives.

## **Required Competencies**

* **Teamwork and Collaboration:** Creates and fosters an environment in which there is a high level of cooperation within and between teams. Facilitates positive team relationships to build organisational interaction across CSIRO.
* **Influence and Communication:** Uses complex influencing strategies, for example, assembling strategic coalitions, building behind the scenes support and the tactical use of information to gain support.
* **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 and understanding through 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:** Commits significant resources in the face of uncertainty and takes calculated risks to improve performance and achieve challenging goals. Uses personal energy to drive change strategies. Formulates and implements contingency plans to minimise the impact of potential risks. Accepts personal responsibility for the outcomes of decisions/risks taken.
* **Adaptability:**Is flexible in response to external change or when faced with external constraints. Identifies and promotes the opportunities arising as a result of change.

Special Requirements

* 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.

## **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