# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Implementation Lead – WOW |
| Job Reference | 91480 |
| Tenure | Specified Term of 2 years  Full-time |
| Salary Range | AU$105,806 - AU$114,500 per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Melbourne, Adelaide, Canberra, 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 | Senior Implementation Lead \_ WOW |
| Client Focus – Internal | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | 0 |
| Enquire about this job | Joe Mallamace via email Joe.Mallamace@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 role of Administrative staff in CSIRO is to provide administrative and management services to support the effective provision of research and development activities. This 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.

## The Implementation Lead - WOW will contribute to the culture uplift as part of the CSIRO Ways of Working (WOW) program. This role will play a key role in designing and delivering the CSIRO way initiative across CSIRO which will include the development and execution of culture related programs and materials.

### Duties and Key Result Areas

* Implement a series of WOW initiatives to deliver organisational outcomes and impact in line with CSIRO's strategy, policies and values.
* Assist the WOW Project Team with the scoping, design and implementation of initiatives to ensure fitness for purpose, alignment to key project deliverables and budget requirements.
* Ensure the delivery of the Ways of Working program and initiatives are interconnected and drive advocacy and adoption through effective implementation, modelling of desired standards and taking personal responsibility for outputs.
* Facilitate and be responsible for the coordination and delivery support of WOW initiatives including various program activities, establishment of effective teams, risk assessment, mitigation that maps relevant stakeholders, communication activities, timelines and key messages that ensure data-driven delivery excellence.
* Establish a consolidated view of WOW projects and initiatives to track, monitor and review their effectiveness for continuous improvement.
* Manage the communication of the progress of WOW initiatives whilst achieving project milestones and maintaining momentum to drive implementations to successful completion, ensuring a high level of customer satisfaction.
* Work with Product Owners to understand areas of common responsibility and cross over points, ensuring high quality delivery and adjusting course as required.
* Develop strong working relationships with internal stakeholders to ensure management of finances, scope, schedule and risk across WOW initiatives and manage stakeholder expectations in regard to project scope, timelines, customer responsibilities, stakeholder roles, project governance, risk management, and organisational readiness.
* Consult with internal stakeholders to determine their needs, tailoring solutions to potentially conflicting requirements, taking personal responsibility for client satisfaction, and correcting problems promptly and in a constructive manner.
* Readily adapt to changing requirements and new responsibilities in the interests of achieving team objectives. Demonstrate flexibility in thinking and adapt to organisational change by adjusting strategies, goals, and priorities.
* Provide high-level support to the WOW Project Team and Leadership Team by introducing new perspectives and directions to address long-standing organisation-wide problems and recommending solutions.
* Display a willingness to influence the decision of managers by recognising the need for change in initiating innovative solutions/proposals and liaise with and influence related professions to develop practices, which support the Business Unit.
* Communicate openly, effectively and respectfully with all People, customers 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 plans and policies, Diversity initiatives and Zero Harm goals.

## **Selection Criteria**

#### Essential

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

1. Relevant Bachelor’s degree or postgraduate qualification in Human Resource Management, Organisational Development, Organisational Psychology, or other relevant discipline.
2. At least 5 years’ relevant demonstrated experience delivering end to end people initiatives and services in large or complex organisations and in designing, delivering, and evaluating the effectiveness of the initiatives.
3. Demonstrated change management experience in an organisation of comparable size and complexity, with the ability to deliver high quality outcomes and an effective communication strategy.
4. A strong track record of effectively initiating, implementing, and effecting impactful organisational change evidenced by business impact, in alignment with the strategic direction of the organisation.
5. Demonstrated track record of developing, executing, and evaluating an integrated program of work and strategy, encountering frequent ambiguity and constantly changing environments.
6. A history of anticipating and managing problems in ambiguous situations. An ability to assess the risk and opportunity of identified strategies, options and actions while overcoming problems and setbacks in achieving goals.
7. Ability to engage in abstract thinking and develop create and effective solutions to long-standing organisational wide problems.
8. A significant record of innovation and creativity plus the ability and willingness to incorporate and/or promote the inclusion of novel ideas and approaches into the organisation.
9. A proven ability to integrate multiple perspectives, inclusive of Diversity and Inclusion, Culture, Organisational Performance, Leadership and Enterprise Change, in order to deliver and influence organisational outcomes aligned to organisational objectives.
10. Demonstrated experience in analysing organisational data, forming insights and driving organisational change.
11. Strong interpersonal skills exemplified by experience establishing and maintaining strong partnerships and a history of delivering a credible and exceptional level of customer service. Strong ability to engage with internal and external stakeholders at all levels and ensuring alignment between client needs and CSIRO’s research objectives.
12. Experience designing and facilitating interactive or educational workshops in a medium to large organisation to meet a range of stakeholder needs and expectations.
13. Evidence of collaborative and agile working that adapts to changing requirements.
14. Excellent verbal and written communication skills with a wide variety of stakeholders with varying levels of seniority including executive level.
15. Demonstrated professional and respectful behaviours and attitudes in a collaborative environment

## **Desirable**

1. Experience working with an Agile project methodology in a complex environment, and/or exposure to leadership development practice and principles.
2. Experience working with scientists, researchers, academics, engineers or professionals from other technical disciplines.

## **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.
* 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/) and 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