



## Position Details

### General Management – CSOF7

#### THE FOLLOWING INFORMATION IS FOR APPLICANTS

<b>Advertised Job Title</b>	Executive Manager: Strategy & Estate
<b>Job Reference</b>	100873
<b>Tenure</b>	Indefinite, Full-time
<b>Salary Range</b>	AU\$ 157,833 to AU\$174,631 pa + up to 15.4% superannuation
<b>Location(s)</b>	Sydney, Melbourne or Canberra preferred
<b>Relocation Assistance</b>	Will be provided to the successful candidate if required
<b>Applications are open to</b>	Australian Citizens Only
<b>Position reports to the</b>	Director - Business and Infrastructure Services
<b>Client Focus – Internal</b>	90%
<b>Client Focus – External</b>	10%
<b>Number of Direct Reports</b>	4
<b>Enquire about this job</b>	Salli Hood via email <a href="mailto:Salli.Hood@csiro.au">Salli.Hood@csiro.au</a>
<b>How to apply</b>	<p>Apply online at <a href="https://jobs.csiro.au/">https://jobs.csiro.au/</a></p> <p>Internal applicants please apply via <b>Jobs Central</b></p> <p>If you experience difficulties when applying, please email <a href="mailto:careers.online@csiro.au">careers.online@csiro.au</a> or call 1300 984 220.</p>

### 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](#).

### Role Overview

The role of Executive Manager, Strategy and Estate contributes to the effective development and delivery of CBIS priorities by providing high-level advice to senior managers, members of the Executive and/or Research Unit leaders. This is a senior role that facilitates the strategic development of organisational capability,

responsible for initiating and implementing organisational change and, where required, representing CSIRO's interests in external forums.

CSIRO has a complex property portfolio of owned and leased facilities spread across 45 locations within Australia and one overseas. This scientific research (including National Research) infrastructure and office/administration facilities are diverse in ownership, type of property, age, and condition.

The Executive Manager Strategy & Estate ensures the strategic planning of CSIRO's portfolio by developing the property strategy, general budget management, governance, and environmental sustainability and well as estate functions pertaining to the management of CSIRO's portfolio such as leasing, payment / invoicing coordination, estate management, heritage, reporting and data)

Some of the responsibilities of the Executive Manager Strategy & Estate will include talent and capability management, budget oversight, strategic delivery and contribution to broader CBIS leadership initiatives, and stakeholder management.

#### **Key relationships:**

Business Unit (BU) Directors, Regional Operations Managers (ROMs) and the Finance Business Unit. Within CBIS, critical relationships are with the CBIS Leadership and Management Teams.

#### **Duties and Key Result Areas:**

- Oversee strategic planning of, and reporting against, CSIRO's property portfolio and sustainability strategy, oversee development and delivery of the CSIRO Property Strategy through close consultation and stakeholders with responsibility for communicating and ensuring the correct decisions are made that impact the CSIRO property portfolio and strategic sustainability initiatives across the organisation.
- Oversee correct governance across CBIS by providing timely advice on approvals and requirements for MTC, ET and Board, assistance with drafting and clearing papers through useful engagement with Government Engagement Unit, Legal Counsel and Strategic Procurement as required, coordinating estimates papers and ministerial briefs.
- Assess funding bids to ensure alignment with strategic goals of CSIRO and with the Executive Manager, Implementation ensure appropriate funding in line with the 10-year capital plan.
- Oversight of Estate management activities, including estate, asset and lease management, payment coordination, heritage, legal & environment, reporting data and system development and management.
- Participate in governance meetings and contribute to cross-functional working groups, policy bodies and committees and develop strong cooperative relationships with partners and stakeholders and represent CBIS and CSIRO at external forums/events, advocating CSIRO's position with government bodies and support for CSIRO's preferred position.
- Effective contribution and participation in the CBIS leadership team and CBIS management team and support and drive of whole of CBIS initiatives including communication, strategic planning, capability development and cultural change.
- Build and maintain relationships with internal stakeholders, and influence change without direct line control, improving capability by embedding and driving internal education and delivering key messages for internal and external stakeholders
- Navigate, build and motivate a high-performing, geographically dispersed team including managing through change and fostering a high-performance culture with clear definition of accountabilities, personal development and succession planning, implementing training, coaching, mentoring and relevant development strategies for team members as needed.
- With the input of each manager, set appropriate budgets for the Strategy and Estate Team, and have accountability of the budget, talent, and capability management (including workforce planning and succession planning).

- Manage complex CBIS interactions with a variety of clients, developing and promoting the benefit of the proposed initiative, and assisting other staff with strategies to promote their initiative and deliver results to clients.
- Become involved in decision-making at the earliest opportunity, developing the approach to negotiation, forming relationships with clients, and balancing immediate and long-term benefits, to ensure sustainable relationships, repeat business and build opportunities for new business.
- Provide high-level strategic advice to the Executive, Directors and/or Research Directors concerning CBIS and/or organisational issues, influencing organisational and/or Government decisions.
- 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, as required.
- Forecast potential influences on operating environments and develop and implement preparatory strategies, develop, promote, and evaluate the impact of new policies and practices to facilitate organisational change at a Business Unit and/or organisational level.
- 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, often regionally dispersed research team, and business unit to carry out tasks in support of CSIRO scientific objectives.
- Demonstrate commitment and adhere to the spirit and practice of CSIRO's Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals through values-based management.
- Other duties as directed.

#### 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.

## Selection Criteria

### Essential

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

1. Relevant tertiary qualifications and/or relevant experience in, and high-level understanding of, internal governance arrangements, environmental sustainability, Leasing and Estate Management to be able to contribute to the management of estates/assets, leasing agreements, heritage, legal and environmental issues and commercial/business acumen to assist in the understanding and development of business cases for robust decision making.
2. Demonstrated experience in change management, leading projects and fostering a culture committed to adaptability, diversity and inclusion, and customer centric compliance.
3. A proven track record of developing, maintaining, and motivating high performance teams; building functional capability through personal development and succession planning; implementing training, coaching, mentoring and relevant development strategies within the broader team.
4. Sound interpersonal skills, incorporating excellent communication (written and verbal), and influencing and persuasiveness skills, together with the ability to work with staff and stakeholders across geographically diverse locations and a range of related/non-related business functions.
5. Highly developed judgement and strategic planning skills, including the capacity to balance short- and long-term perspectives, and the ability to position CSIRO as a leading institution in terms of its business support services.
6. Understanding and knowledge of the Public Governance, Performance and Accountability (PGPA) Act 2013 and Land Acquisitions Act (LAA) as it related to Commonwealth Properties and how it applies to the Commonwealth and an understanding of the associated regulatory, compliance and funding issues.

### Desirable:

1. High level experience working with and developing strategic frameworks.
2. Ability to work with ambiguity and to seek clarity with a track record in managing change and viewing new situations as an opportunity for learning and growth.
3. Strong skills to develop, manage and be accountable for budgets.

### Pre-Requisites:

1. Education/Qualifications: A bachelor's degree in business or engineering and/or other relevant tertiary qualifications (finance, commerce e.g.) or experience working with a complex and diverse portfolio within a public sector organisation.
2. Behaviours: A history of professional and respectful behaviours and attitudes in a collaborative environment.
3. Adaptability: Flexible in responding to change or when faced with external constraints, including the ability to identify and promote opportunities arising as a result of the change.

## Special Requirements

Appointment to this role will be subject to conditions including provision of national police check as well as other security/medical/character clearance requirements

The successful candidate will be required to obtain and maintain a security clearance at the Baseline level.

## 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](#).

## About CSIRO:

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](#)!

## Our Values:

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