



## Position Details

### Administrative Services- CSOF5

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
<b>Advertised Job Title</b>	Strategy Advisor – Planning
<b>Job Reference</b>	100271
<b>Tenure</b>	Indefinite, Full-time
<b>Salary Range</b>	AU\$114,219 - AU\$123,605 per annum plus 15.4% superannuation
<b>Location(s)</b>	Location flexible: Canberra, Melbourne, Sydney, Brisbane preferred
<b>Relocation Assistance</b>	Will be provided to the successful candidate if required
<b>Applications are open to</b>	Australian/New Zealand Citizens and Australian Permanent Residents
<b>Position reports to the</b>	Strategy Manager – Planning and Performance
<b>Client Focus – Internal</b>	80%
<b>Client Focus – External</b>	20%
<b>Number of Direct Reports</b>	0
<b>Enquire about this job</b>	Contact Rohit Gupta via email at <a href="mailto:rohit.gupta@csiro.au">rohit.gupta@csiro.au</a>
<b>How to apply</b>	Apply online at <a href="https://jobs.csiro.au/">https://jobs.csiro.au/</a> Internal applicants please apply via <b>Jobs Central</b> 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.

### 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](#).

### 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](#).

### Role Overview

CSIRO's vision is to create a better future for Australia by solving the greatest challenges through innovative science and technology. As the national science agency, CSIRO is helping boost Australia's innovation performance and drive our economy and our lives forward towards a more innovative and resilient Australia.

The Strategy Advisor – Planning will play a pivotal role by supporting the development of enterprise strategies and annual plans, managing the annual planning cycle, conducting external and internal analysis and provide evidence-based insights to inform CSIRO’s strategy. The role requires working closely with Strategy Manager - Planning and Performance, to frame, scope, develop and solve strategic problems through structured, innovative and customer-focused problem-solving techniques.

The desired candidate will be a passionate boundary spanner with the capacity to work across CSIRO supporting cross-functional teams to plan, design, and operationalise enterprise level strategies and plans. The role also requires strong project management capability to manage business critical projects.

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

- Support the senior organisational leaders to develop strategies and plans that align with organisational goals, policies, and procedures.
- Contribute to managing complex strategy projects (such as CSIRO’s Board Strategy Day, Corporate Plan and Portfolio Budget Statement) from initiation to completion by sourcing input from diverse contributors, integrating feedback from senior stakeholders, and achieving executive endorsement.
- Support continual review, improve, and manage CSIRO’s annual strategic planning and investment decision making cycle.
- Scope and develop high quality presentations, including Executive Team and Board papers, and other written or presentation materials.
- Demonstrate exceptional interpersonal and communication skills to be a trusted and effective influencer of senior thought leaders within the organisation.
- 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 Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.
- Other duties as directed.

### **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.

## Selection Criteria

### Essential

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

1. Bachelor's degree in a relevant discipline with 5+ years of experience across disciplines, preferably in a corporate strategy team.
2. Familiarity and experience with working across strategy to execution lifecycle, leading or delivering elements of the lifecycle, including strategy development, program and project management experience – designing, planning, and budgeting, monitoring, and reporting leveraging strategic frameworks.
3. Experience managing complex high-profile projects with multiple workstreams, extensive and diverse stakeholders, and tight deadlines. Proven ability to adapt to changing contexts and deliver results in an environment of high ambiguity and complexity.
4. Demonstrated ability to undertake diagnostics and provide high-level strategic analysis and insights on complex topics to support strategic decision-making.
5. Strong relationship management skills and the demonstrated ability to influence, advise and support internal & external stakeholders.
6. Excellent communication, interpersonal and negotiation skills, including experience working with science, commercial or engineering staff and a proven ability to work with and influence stakeholders across all levels in an organisation.
7. Demonstrated proficiency in MS Office (Power BI, Excel, and PowerPoint in particular).

### Desirable

8. Familiarity with the Public Governance, Performance and Accountability Act (PGPA Act) to support the requirements of the PGPA framework related to preparation and release of CSIRO's Corporate Plan.

9. Experience working with or within a science research agency and/or experience developing strategy and initiating multidisciplinary, cross-business projects in a research environment.

### **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.

- National Police Check.

### **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](#) 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