Position Details

Administrative Services- CSOF6

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| The following information is for applicants |
| Advertised Job Title | Program Manager - Partnerships for a Healthy Region  |
| Job Reference | 100262 |
| Tenure | Specified Term to 31st December 2027 Full-time |
| Salary Range | AU$131,113 to AU$153,639 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Any AUS CSIRO location considered |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Director, Southeast Asia |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | 0 |
| Enquire about this job | Amelia Fyfield via email at amelia.fyfield@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 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).

**About the Commonwealth Scientific and Industrial Research Organisation (CSIRO)**

CSIRO is Australia’s national science agency. We solve the greatest challenges through innovative science and technology. Check out our work at: <http://www.csiro.au>

CSIRO plays a critical role in the Australian Government’s commitment to enhance regional security and prosperity. CSIRO’s Southeast Asian Programs team is working to support regional capacity building, connect great Australian innovations to high growth markets and create long-lasting collaborative networks.

**About the position**

Working with CSIRO Research Units, and local and international partners, the Program Manager will undertake a variety of complex tasks that support the Partnerships for a Healthy Region program. This will include fostering internal and external collaboration in the design and delivery of program activities, and coordinating whole-of-organisation reporting and governance. This will require building and maintaining critical relationships with internal and external stakeholders in priority areas to support successful partnership management and growth.

**Duties and Key Result Areas**

* Work collaboratively as part of a multi-disciplinary, regionally dispersed team to support CSIRO’s objectives, including working with CSIRO Research Units, and local and international partners to co-design, deliver and monitor program and partnership activity.
* Coordinate monitoring and whole-of-program governance and reporting (including activity, impact and financial reporting) for major partnerships and programs both internally and externally.
* Work with program partners to identify and monitor risks to planned activities, potential interventions/mitigations, and their impact.
* Proactively identify work packages or practices to improve the efficiency of program delivery and amplify the impact of program activities.
* Represent key programs externally and provide detailed advice on program activities and impact at a wide range of local, regional and international events, meetings and workshops
* Work with CSIRO’s Engagement team and DFAT’s Public Diplomacy teams to support communication plans, including drafting briefing materials and press releases as needed and contributing to Public Diplomacy activities.
* Identify and recommend opportunities to connect program activities to other initiatives in CSIRO, other DFAT-funded innovation activities, and activities led by local and international agencies.
* Communicate both verbally and in writing, openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Appropriate management of both personal or other sensitive information, whether of CSIRO staff and affiliates, or members of the public, including commercially sensitive information of CSIRO and/or research or commercial partners.
* 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.

**Selection Criteria**

**Essential**

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

1. A minimum of 5 years’ experience in partnership management, and a tertiary qualification in either a Science, Social Science and/or Business discipline.
2. Proven experience managing, implementing, delivering and monitoring 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. Demonstrated ability to establish and develop strong stakeholder relationships, engage effectively to align with multiple organisations and maintain strong professional and collaborative working relationships with key internal and external stakeholders.
5. Demonstrated exceptional organisational skills, ability to multi-task, coordinate complex scheduling and execute activities within required timeframes and to the clients’ expectations.
6. 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 DFAT’s MEL and GEDSI frameworks and reporting requirements.
2. Have a broad knowledge of CSIRO’s capability, industry needs and government policy, as well as the political, social and organisational environment, and organisational objectives.
3. Experience in either international development or one health.
4. An understanding of the R&D environment in Australia and key international markets, particularly in one health, or a related field.
5. 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.

**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