# Position Details

## **Administrative Services**/Research Projects- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Research Business and Partnerships Coordinator - Missions (Agriculture & Food) |
| Job Reference | 72213 |
| Tenure | Specified term until 30/06/2023  Full-time position or 2 x 50% part-time positions |
| Salary Range | AU$98k - AU$106k per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Brisbane (St Lucia) QLD |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens and Permanent Residents * New Zealand Citizens who usually reside in Australia * Australian temporary residents who are currently residing in Australia and have the right to work for the expected duration of the term (i.e. till 30 June 2023) with no requirement for sponsorship. |
| Position reports to the | Mission Lead |
| Client Focus – Internal | 60% |
| Client Focus – External | 40% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Michelle Colgrave via email [michelle.colgrave@csiro.au](mailto:michelle.colgrave@csiro.au) or telephone 07 3214 2697 (Brisbane) |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply on **Jobs Central** via People Hub.  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

The Research Business and Partnerships Coordinator will contribute to and support the Future Protein Mission; including the implementation of strategic plans to deliver on its goals. The position is responsible for ensuring the Mission is engaged with Government and Industry stakeholders for maximum relevance and impact. The Coordinator will develop and lead the monitoring and evaluation programs in the Mission, coordinate preparation of proposals, build networks and represent the Mission to various internal and external audiences. The role involves the coordination of internal business processes (e.g. steering committees and external reference groups) and the provision of advice and support to the Mission Lead on issues, challenges, risks and interactions with key stakeholders and external parties.

### Mission Background

The global population will reach 9.7 billion by 2050, fuelling the demand for protein. The world will need to produce more protein, more sustainably, from more sources into the future not only to meet this boom but also the changing dietary patterns of the modern health- and ethically conscious consumer. The aim of the Future Protein Mission is to grow Australia's protein industry by $10b by 2025. The mission would aim to seize the opportunity created by the world’s growing demand for high quality protein by supporting new Australian industries through science, innovation and technology.

### Duties and Key Result Areas

* Provide high-level support and advice to the Mission Lead on issues, challenges, risks and interactions with key stakeholders and external parties.
* Establish and lead a program of scientific monitoring, evaluation and learning that tracks the progress of each Mission towards its goals.
* Coordinate the scope, preparation, planning and submission of research funding proposals in partnership with staff working with the Mission.
* Represent the Mission as required in a range of forums and engagements, including both technical and non-technical presentations, information sessions, stakeholder meetings and other activities to promote and support the Mission’s research.
* Initiate and prepare complex and high-quality technical and business documents, reports, analyses, plans and briefings. This may include access to sensitive or personal information.
* Liaise with clients 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.
* Prioritise issues for the attention of the Mission Lead and provide briefing notes/reports to facilitate effective decision-making and actions.
* Coordinate internal and external business processes (e.g. steering committees and external reference groups) and provide responses to information and reporting requests.
* Develop and maintain cross-organisational networks using appropriate internal and other collaborative processes.
* Build networks with key external stakeholders and act as the main point of contact for Mission business.
* 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 regionally dispersed team to carry out tasks in support of CSIRO’s objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* 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**

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

#### Essential

1. A relevant tertiary qualification or experience managing science and innovation projects.
2. A demonstrated ability to manage multiple initiatives within a large and complex organisation, and present findings influentially to decision makers.
3. Proven project management, decision-making and problem-solving skills, including the ability to produce rapid results and remain composed under pressure.
4. Sound judgement and a proven ability to think and act strategically.
5. Excellent written and verbal communication skills, with a proven ability to formulate and prepare a wide range of technical, strategic and government communications and present to a variety of audiences.
6. Proven high-level interpersonal, negotiation and representational skills, including experience working effectively within and across diverse teams and building successful relationships with a range of stakeholders.

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 Check or equivalent. Please note that people 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/), [CSIRO Agriculture and Food](https://www.csiro.au/en/Research/AF) and [Challenges and Missions](https://www.csiro.au/en/Showcase/Challenges-missions) 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:

* 1. People First
  2. Further Together
  3. Making it Real
  4. Trusted