# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Manager, Planning & Reporting |
| Job Reference | 74241 |
| Tenure | Indefinite  Full-time |
| Salary Range | AU$115,605 to AU$135,467 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Any location |
| 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 | Executive Manager Strategy |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Michelle Hamilton via email at [Michelle.Hamilton@csiro.au](mailto:Michelle.Hamilton@csiro.au) or phone +61 3 9545 2944 |
| 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. |

### Role Overview

## Administrative staff in CSIRO 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 units to achieve their objectives and meet Government and regulatory responsibilities.

CSIRO has a complex property portfolio of owned and leased facilities that comprises over 1,000 buildings spread across 55 locations within Australia and in three countries overseas. These scientific research (including National Research Infrastructure) and office/administration facilities are diverse in ownership, type of property, age and condition.

The Manager Planning & Reporting will support the Executive Manager Strategy to ensure the strategic planning of CSIRO’s estate portfolio by developing the property strategy, provide input and play a key role for the long-term capital plan, general budget management, governance and environmental sustainability.

### Duties and Key Result Areas:

* Assist with the strategic planning of CSIRO’s property portfolio and sustainability strategy, delivery of the CSIRO Property Strategy through close interaction with Executive Manager Regions and stakeholders assisting with communicating and ensuring the correct decisions are made that impact the CSIRO property portfolio and strategic sustainability initiatives both at the executive level and across BU and CBIS more broadly. Assist with the bi-annual reporting on the Property Strategy and Implementation Plan to ET and the Board.
* Manage correct governance across CBIS by providing timely advice on approvals and requirements for various committees including MTC, ET and Board, assist with drafting and clearing papers through useful engagement with MPLO, Legal Counsel and Strategic Procurement as required, coordinate Senate Estimates briefs, Questions on Notice and ministerial briefs. Manage the clearance of governance papers (ET, MTC, the Board) and work with COO’s office and CBIS PMO on pipeline.
* Consult with Business Units on Strategic Infrastructure requirements. Provide input to the Annual Capital Investment Plan and the Annual Capital Budget for CBIS.
* Provide input to Masterplanning activities to guide future growth and development. Activities include increasing density or decreasing density of sites.
* Coordinate with the Sustainability and Capital Works teams on implementation of the sustainable buildings strategy and ESD principles, as well as the net zero strategy across CSIRO to ensure that due consideration is given to the desired outcomes of those strategies when undertaking planning activities and coordinate CBIS contributions for the Annual Sustainability report.
* Attend various internal governance and committee meetings including Divestments Steering Committee and provide secretariat support.
* Effective contribution and participation in the CBIS management team and support and drive whole of CBIS initiatives including BU communication, strategic planning, capability development and culture change.
* Act as a trusted advisor, understanding the client’s Business Unit and/or seeking information about the real underlying needs of the client, and identify and adapting quickly to changes in clients’ needs and market changes.
* Support the Business Unit’s strategic decisions and align the goals of the function with the broader Business Unit goals, and contributing to and influencing organisational policy.
* 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’s scientific objectives.
* 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.
* 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:** 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.

## **Selection Criteria**

#### Essential

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

1. Relevant qualification and/or relevant experience in, and high-level understanding of, internal governance arrangements.
2. Sound interpersonal skills, incorporating excellent communication (written and verbal), and influencing and persuasiveness skills, together with the ability to work with internal and external stakeholders across geographically diverse locations as well as a range of related/non-related business functions.
3. Proven ability to develop and maintain successful collaborative relationships (externally and internally).
4. Proven ability to work independently to meet objectives and to act strategically, identify and manage risks, and identify and evaluate opportunities that optimise positive outcomes in line with CSIRO’s strategic direction.

## **Desirable:**

1. High level experience working with and developing strategic frameworks.
2. Experience in reporting metrics development.

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 required to obtain and maintain a security clearance at the Baseline level.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!

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