# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Market Analyst |
| Job Reference | 72853 |
| Tenure | Specified Term of 3 years  Full-time |
| Salary Range | AU$83,687 to AU$94,679pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Sydney, NSW; Melbourne, VIC; Canberra, ACT or Pullenvale, QLD |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens Only * Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Insights Manager |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Lydia Lopes via email at [Lydia.Lopes@csiro.au](mailto:Lydia.Lopes@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](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

CSIRO’s vision is to be Australia’s innovation catalyst, boosting the country’s innovation performance and creating value for our customers that makes a positive difference to our nation. The focus is on Australia’s future and cultivating a competitive edge for participation in global industry.

CSIRO’s purpose as Australia’s national science agency is to solve Australia’s greatest challenges through innovative science and technology. As one of the world’s largest mission-driven multidisciplinary science and research organisations, we are focusing on the issues that matter the most: for our quality of life, for the economy and for our environment. The CSIRO Strategy team collaborate to inform leaders of the most strategic markets for CSIRO’s applied science capabilities, and influence collaboration networks to catalyse the most innovative science which will deliver significant national and global benefit.

The Market Analyst within the Insights Function of CSIRO Strategy will primarily be focused on gathering and analysing market data and information through desktop research and through some level stakeholder consultation, to form compelling insights communicated through a report, working independently or within a small project team. These insights will be used to inform decision-making, development of new initiatives and to solve complex issues of national significance. Typical projects will focus on identifying science and technology-based opportunities and challenges, presented by major economic, environmental, social, and technological trends in an industry or sector.

### Duties and Key Result Areas:

* Quickly gather, understand, analyse, and synthesise information from disparate sources into detailed, logical, evidence-based insights and conclusions.
* Produce PowerPoint slide decks and Word documents to effectively communicate insights and recommendations.
* Present findings of project to key internal and/or external stakeholders
* Work collaboratively with colleagues within the team, the business unit and across CSIRO to reach objectives
* Establishing networks with other teams and professionals in their field
* Actively develop a working knowledge across CSIRO’s science and technology domains.
* Liaise with clients to anticipate their needs, ensure the relevance of the activity and achievement of team objectives, take personal responsibility for guaranteeing client satisfaction, and correct problems promptly and in a constructive manner.
* Establish networks with other professionals in your field to ensure that the service provided continues to add value and deliver training on procedural issues or systems developments to clients and team members.
* Using discipline expertise develop and review policies, procedures, systems and make recommendations to guide management decisions.
* 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:** 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:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
* **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:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **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. A degree in a relevant discipline such as Science, Engineering, Business or Relations, Economics, Finance, or related fields.
2. Professional experience in business, government, science, or innovation related activities in a similar organisation
3. Experience with rapidly sourcing, evaluating, synthesising, and analysing a broad range of business, technical and economic data to form compelling insights
4. Experience with using market databases and tools to gather information required
5. Experience generating professional quality reports and deliverables that clearly communicate analysis and key insights to a senior executive-level audience
6. Ability to manage and prioritise conflicting tasks, and flexibly achieve desired outcomes to satisfy client expectations.
7. Competence in Microsoft packages and specifically familiar with Word, Excel and PowerPoint.
8. Excellent interpersonal, written, and oral communication and presentation skills.

## **Desirable:**

1. Strong subject matter expertise in a technical field with prior experience in delivering projects in at least one of the following industries: agriculture and food, energy, manufacturing, digital or health
2. Strong Project Management skills – i.e. use of Microsoft Office Project.
3. A post-graduate degree in Business (i.e. MBA or equivalent), innovation or related fields.

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. To find out more visit us [online](http://www.csiro.au/)!