# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Strategy Manager |
| Job Reference | 77300 |
| Tenure | 2- year term (with potential for extension)  Full-time |
| Salary Range | AU$100,710 to AU$108,985 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Location flexible; Canberra, Melbourne (Clayton), Sydney preferred |
| 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 | Planning Manager, Strategy & Planning, Office of the Chief Executive |
| Client Focus – Internal | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Bhawna Singh via email [bhawna.singh@csiro.au](mailto:bhawna.singh@csiro.au) or phone 03 9545 8864 |
| 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. At CSIRO it is an exciting time, where the focus is on Australia’s future and cultivating a competitive edge for National benefit, a core part of CSIRO’s strategy.

CSIRO is seeking a highly motivated Strategy Advisor to join our team within the Strategy function. The successful candidate will report to the Strategy & Planning Manager, Enterprise Strategy Team and at the same time work closely with CSIRO Business Units (BU) and other Enterprise Services (ES).

The Strategy Advisor role will require a passionate boundary spanner responsible for developing strategies for CSIRO’s priority focus areas, translating strategy into operational goals, and managing programs and projects to achieve the key objectives.

### Duties and Key Result Areas:

* Lead best practice research and analysis and the development of strategies for CSIRO strategic focus areas. Includes synthesising and framing complex issues and information to support strategic discussions and decision making.
* Actively support BU and other leadership teams in planning, developing as well as translating strategies into operational goals and programs. Includes challenging and seeking insight from a variety of information sources.
* Project manage complex strategy projects to deliver on functional objectives and capitalise on opportunities for continuous improvement and innovation.
* Develop high quality presentations, Board and executive papers, submissions and other written material.
* Work collaboratively with colleagues within the Strategy team, as well as across CSIRO, to reach objectives and achieve the function's goals.
* Communicate effectively and respectfully with all staff in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Adhere to the spirit and practice of CSIRO’s 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**

#### Essential

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

1. A tertiary qualification in business or other relevant area and 3-5 years + experience in corporate strategy / professional strategy consulting services.
2. Demonstrated high level ability to lead and develop strategy and planning processes including structured problem solving in line with organisational needs.
3. Demonstrated ability and willingness to generate improved solutions to highly complex problems and resolve business challenges using creativity, insight and reasoning.
4. Outstandstanding interpersonal skills including building relationships with key stakeholders as well as strong presentation and facilitation skills working across diverse teams.
5. Flexibility and ability to work effectively in a complex and dynamic environment, to adapt quickly and proactively manage and re-prioritise multiple tasks to deliver results in a complex organisation.
6. Proven judgement and problem-solving skills with an ability proactively question and explore alternative approaches in support of a holistic view to outcomes/organisational purpose.
7. Demonstrated strong project management experience with both internal and external stakeholders.

## **Desirable:**

1. Experience working with or within a science research agency /public sector
2. A post-graduate degree in a science and technology or business administration field
3. Experience championing customer-focussed initiatives within a large complex organisation including refining a clear value proposition and coordinating a team to drive new processes and/or products

Special 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/)!

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