# Position Details

## General Management – CSOF7

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| The following information is for applicants | |
| Advertised Job Title | Executive Manager, BU Operations |
| Job Reference | 73812 |
| Tenure | Specified Term of 3 Years, Full-time |
| Salary Range | AU$139,166 to AU$153,975 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Will consider all locations where there is a significant CSIRO Energy presence - Sydney, Newcastle, Brisbane, Perth and Melbourne |
| 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 | Director |
| Client Focus – Internal | 75% |
| Client Focus – External | 25% |
| Number of Direct Reports | 2 |
| Enquire about this job | Corinne Fisher via email at [corinne.fisher@csiro.au](mailto:corinne.fisher@csiro.au) or phone 02 4960 6059 to schedule a time with the Director |
| 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

### The role of Executive Manager, BU Operations in CSIRO is to support the Business Unit Director in the professional management of the Business Unit, oversight and optimal delivery of the project portfolio and development of its unique people, physical and financial resources. The Executive Manager will assist with the day to day running of the Business Unit through operational planning, facilitation of the formulation and delivery of the Business Unit’s strategic plan, implementation plan, impact planning, as well as provision of specialist advice and coaching.

### You will need to demonstrate high level skills and knowledge relevant to the energy domain and have the ability to interact with customers and stakeholders at both operational and senior executive level. You will also have experience in the development and optimisation of CSIRO processes and a strong working knowledge across CSIRO operations. Success in this role requires excellent judgement, organising, and communication skills and a strong working knowledge of influencing team behaviour.

### Duties and Key Result Areas:

**Functional Leadership**

* Work with the Deputy Director to manage the Business Unit’s operational and strategic planning processes and monitor the Business Unit’s performance, supporting the Business Unit Director in identifying issues and opportunities for improvement across Business Unit operations;
* Coordinate Business Unit responses to complex or sensitive internal and external requests e.g. Submission to inquiries and requests for information;
* Assess change requirements and new initiatives to identify operational and implementation support requirements; Oversee the implementation of enterprise change initiatives in the Business Unit;
* Lead and support major Business Unit operational development projects as required;
* Prioritise issues for the Director/Function Leader’s attention and provide briefing notes/reports to facilitate effective action;
* Identify emerging and unforeseen issues requiring Director/Function Leader’s intervention and develop appropriate responses.

**Capability Leadership**

* Manage and coach staff within Business Unit Support areas (if required);
* Participate actively as a member of the Business Unit Leadership Team and influence / facilitate team behaviour and performance both formally and informally;
* Model appropriate and professional values and behaviours in the workplace;
* Strive for “Zero Harm” (physical and psychological) by supporting of Business Unit HSE initiatives including incident response.

**Engagement and Partnerships**

* Engage and liaise with relevant external business stakeholders;
* Represent the Business Unit in internal and external forums as appropriate;
* Develop and maintain cross‐organisational networks to facilitate effective Business Unit/Function operations and implementation of strategy;
* Support the enterprise approach to project management, support Research Directors, and oversee local implementation and compliance;
* Work with CSIRO Support Leaders to enhance science delivery;
* Provide high level support and advice to the Director/Function Leader on issues and interactions with key stakeholders and external parties.

**Resource Leadership**

* Establish and maintain best practice systems for oversight and management of the project portfolio and the skillsets of the Project leaders;
* Develop and monitor Risk Management and Business Continuity Plans;
* Oversee the management of Business Unit infrastructure and equipment not specifically assigned to Research Directors;
* Coordination
* Co‐ordinate and support officers in charge of Business Unit sites, ensuring appropriate site support for Business Unit staff, particularly regionally based staff;
* Coordinate internal and external reviews, responses to information requests, and reporting requirements;
* Plan and coordinate key Business Unit/Function leadership meetings, conferences or other events.

**Compliance**

* Coordinate Business Unit/Function compliance with CSIRO processes and governance requirements, and other applicable legislative requirements;
* Provide oversight of the Business Unit/Function risk management framework

## **Required Competencies:**

* **Teamwork and Collaboration:** Creates and fosters an environment in which there is a high level of cooperation within and between teams. Facilitates positive team relationships to build organisational interaction across CSIRO.
* **Influence and Communication:** Uses complex influencing strategies, for example, assembling strategic coalitions, building behind the scenes support and the tactical use of information to gain support.
* **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 and understanding through 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:** Commits significant resources in the face of uncertainty and takes calculated risks to improve performance and achieve challenging goals. Uses personal energy to drive change strategies. Formulates and implements contingency plans to minimise the impact of potential risks. Accepts personal responsibility for the outcomes of decisions/risks taken.
* **Adaptability:**Is flexible in response to external change or when faced with external constraints. Identifies and promotes the opportunities arising as a result of change.

## **Selection Criteria**

#### Essential

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

1. Ability to understand and interpret CSIRO’s strategy, structure, operating model, governance and oversight mechanisms, and the key intersections and relationships across the organisation;
2. High level skills, knowledge and experience relevant to the energy science domain.
3. Demonstrated ability to collaborate widely both internally and externally, and provide guidance to managers and staff;
4. Excellent written and verbal communication skills with a high level of literacy and editing skills;
5. Strong organisational, analytical and problem solving skills;
6. Demonstrated ability to manage competing complex demands, establish or renegotiate priorities, and organise or re‐assign tasks to meet deadlines.

## **Desirable:**

1. A relevant tertiary qualification or equivalent management/leadership experience in an area relevant to the Energy Business Unit;
2. Ability to deal with incomplete information, ambiguity, urgency and complexity when developing appropriate responses and strategies.

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.

To be eligible for this position, you must be willing and able to travel occasionally.

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