**Main Sequence Associate**

|  |  |
| --- | --- |
| Advertised Job Title**:** | Associate Main Sequence Ventures (MSV) |
| Job Reference: | 74171 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Percentage of Client Focus - Internal: | 50% |
| Percentage of Client Focus - External: | 50% |
| Reports to: | Bill Bartee, Managing Partner, Main Sequence Ventures |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Jen Baxter, Operations Manager, Main Sequence Ventures, CSIRO Innovation Fund [Jenny.baxter@mseq.vc](mailto:Jenny.baxter@mseq.vc) |
| Contact Details If You Have Problems Applying: | Call 1300 984 220 or email [careers.online@csiro.au](mailto:careers.online@csiro.au). |
| How to Apply: | Please apply online at [jobs.csiro.au](https://jobs.csiro.au/) and enter the requisition number**.** Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’) |
| Please Note: | Appointment to this role will be subject to satisfactory pre-employment checks. |

**Associate Role Overview:**

Main Sequence is a subsidiary of CSIRO established to manage the CSIRO Innovation Funds.

The role is for a determined venture builder with a passion for creating global businesses out of the hard problems being solved in the labs of the world and who has a desire to learn the work of a venture capitalist.

The Main Sequence (MSV) Associate will work with the MSV Partners to practice the art and science of Venture Capital in deep technology.

**Key Responsibilities**

* Collaborate with the MSV Partners in discovering, building and closing new deals for the CSIRO Innovation Fund.
  + Attend pitches with founders
  + Create deal review documentation
  + Assess markets and business opportunities
* Active contributor to Australian entrepreneurial and start-up community
  + Effective at building a professional network that benefits both MSV and the portfolio companies
  + Communicate to LP’s
* Build, implement, and enhance our portfolio support systems
  + Recognize, capture, and share best practices to solve common challenges among portfolio companies, such as:
    - Recruiting talent and building high-performance organizations
    - Effective sales and marketing strategies and tactics
    - Creating and sustaining user engagement
    - Building strategic relationships with partners
    - Effective public relations and media engagement
  + Mobilizing our professional networks
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of Main Sequence and CSIRO’s reputation.
* Adhere to the spirit and practice of Main Sequence and CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

**Competencies:**

1. **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.
2. **Influence and Communication:**  Uses complex influencing strategies, e.g. assembling strategic coalitions, building behind the scenes support and the tactical use of information to gain support.
3. **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.
4. **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.
5. **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 take
6. **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.

## Essential Criteria:

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

To be appointed you will have:

1. A university degree plus a minimum of five years’ experience, in an entrepreneurial or research or STEM or similar context.
2. Effective writing skills with an established body of work and high attention to detail.
3. A bias toward action/getting things done with high self-motivation; and an ability to work in a largely unstructured but goal-oriented environment.
4. A history of building business relationships easily with the most senior to the most junior.
5. Ability to multi-task and manage multiple assignments and deliverables simultaneously.
6. Adaptability to emerging and shifting priorities.
7. Resourcefulness and intellectual curiosity demonstrated by not being satisfied with ‘not knowing’ how it works or what it means; being a self-directed and continuous learner.
8. A passion for “Deep Tech” and entrepreneurship.

*Desirable Criteria:*

1. Some financial background.
2. Some familiarity with deep technology (novel science and engineering innovation)

## About Main Sequence:

Main Sequence is managing the CSIRO Innovation Funds, custom designed for a new kind of founder in which science and technology run deep.

We invest in companies translating research into global-scale businesses. We know that this takes more than money. We work harder to understand the world that these founders imagine. We are as comfortable in the lab as we are on the front-line with customers. We will invest capital, and ourselves, to systematically reduce risk and increase opportunity by combining the operational velocity of startups with the deep curiosity of Australia’s research sector.

We believe the next generation of disruptive companies will come from those scientists, technologists and creative thinkers who are prepared to challenge the status quo.