# Position Details

## Administrative Services- CSOF5

|  |  |
| --- | --- |
| The following information is for applicants | |
| Advertised Job Title | Senior Advisor, Global Engagement Program |
| Job Reference | 74255 |
| Tenure | Specified Term of 3 years  Full-time |
| Salary Range | AU$100,710 to AU$108,985 pa + up to 15.4% superannuation |
| Location(s) | Clayton, VIC; North Ryde, NSW; Black Mountain, ACT |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Manager, Global Engagement Programs |
| Client Focus – Internal | 60% |
| Client Focus – External | 40% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Ben Aldham via email at [Ben.Aldham@csiro.au](mailto:Ben.Aldham@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

## Administrative staff in CSIRO provides 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.

## The Global Engagement team is tasked with supporting CSIRO researchers in their international engagement, helping them develop large scientific and commercial partnerships. The team also plays a key role in liaising with key government stakeholders such as Austrade and DFAT.

## The Senior Advisor reports to the Manager, Global Engagement Program, contributes to a small highly functioning team and will be tasked with developing and implementing an engagement strategy for a specific stakeholder group and/or territory. Working closely with CSIRO BU leaders and researcher to ensure alignment to CSIRO scientific objectives and Australian Government priorities.

### Duties and Key Result Areas:

* Develop global engagement programs that deliver to the goals and strategic direction of CSIRO Business Units.
* Build global engagement programs connecting CSIRO’s strategic interests to international science partners, government departments, businesses, and NGOs.
* Take leadership on specified international markets based on CSIRO’s strategic interests. Build and communicate insights about relevant opportunities for CSIRO in this market to internal stakeholders.
* Work in close collaboration with CSIRO Business Development and Program teams to implement global engagement programs. This includes the inclusion and coordination of quantified success metrics, appropriate governance structures and MEL frameworks.
* Provide strategic advice and briefings for CSIRO executives in their engagement in global engagement programs; e.g. in-bound delegations.
* Liaise with key stakeholders to determine their needs in global engagement programs. , tailoring solutions to potentially conflicting requirements, taking personal responsibility for stakeholder satisfaction, and correcting 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.
* Actively coordinate a small team or project group outside of your direct line to ensure successful delivery of global engagement programs.
* Display a willingness to influence the decision of managers by recognising the need for change in initiating innovative solutions/proposals.
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interest of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multidisciplinary, regionally dispersed team and carry out tasks in support of CSIRO objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health Safety and Environment plans and policies, Diversity Initiatives and Zero Harm goal.

## **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. Science, Business or other relevant tertiary qualification and/or equivalent relevant work experience in a similar and organisation of at least 5 years
2. Demonstrated ability to partner effectively with Government Departments and International equivalents to CSIRO to achieve and develop strategic partnerships and/or commercial impacts, focusing on maximising organisational results
3. Demonstrated ability to support the identification and development of a portfolio of Senior Executive relationships, to support delivery of impact objectives
4. Proven experience building and supporting strong professional and collaborative working relationships across a wide range of disciplines
5. Experience coordinating and collating relevant information for proposals and client communication through the use of excellent written and verbal communication to both internal and external audiences

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 NV1 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