# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Business Development Advisor – Services |
| Job Reference | 77853 |
| Tenure | Specified Term – 2 years |
| Salary Range | $85,361 AU to $96,573 AU plus up to 15.4% superannuation |
| Location(s) | Flexible – major Australian cities preferred. |
| Relocation Assistance | Will be provided to the successful applicant if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Director, Business Development and Global (BD&G), Services |
| Client Focus – Internal | 70% |
| Client Focus – External | 30% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Daniel Rowe via email at [Daniel.Rowe@csiro.au](mailto:Daniel.Rowe@csiro.au)  *Please do not email your application directly to Daniel Rowe. Applications received via this method will not be considered.* |
| 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. |

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### Role Overview:

This Business Development Advisor – Services position is a part of CSIRO’s Business Development and Global team which provides Business Development services across the organisation. The role supports the SME Collaboration Nation Initiative which aims to double the number of SMEs engaging with publicly funded research while making CSIRO the national exemplar for SME engagement. Part of CSIRO’s [SME Connect](https://www.csiro.au/en/work-with-us/funding-programs/programs/SME-Connect) business, the Initiative supports CSIRO’s SME Strategy and uses a coordinated, whole of ecosystem approach to lowering the barriers for small-medium sized businesses (SMEs) to access R&D.

As a BD&G team member and partner to the CSIRO’s Services Business Unit, the role will support the SME Collaboration Initiative in the planning, delivery and analysis of Initiative activities. The Initiative has piloted a number of key programs and is seeking to expand, develop partnerships and leverage a Australian R&D capabilities to support SME collaboration and innovation.

A key focus for the role is the expansion of CSIRO’s Innovate to Grow and Kick-Start programs which help SMEs better understand, leverage, and connect with R&D. Innovate to grow also provides support and insights to help SMEs explore sectors such as cybersecurity, defence, manufacturing and space. Responsibilities include stakeholder engagement, program development, initiative and market analysis, contract coordination, and cooperation to achieve communication and promotional objectives.

Commercial experience is not required, and this role represents a great opportunity to develop, refine or demonstrate business and relationship development skills – especially suited for those with a research or SME background looking to try something new.​

### Duties and Key Result Areas:

* Assist the SME Collaboration Initiative with operational, strategic and relationship development support
* Provide assistance by identifying opportunities, developing investment prospects and building partnerships
* Support effective engagement with stakeholders including relevant industry growth centres, state governments, CRCs and industry associations
* Identify cross organisational connections and collaboration opportunities for the benefit of customers and CSIRO (activate the horizontal)
* Coordinate and prepare proposals, business plans, costing frameworks, information and pitch decks for stakeholders, internal and external use.
* Work collaboratively with colleagues within the Initiative team, BD&G, Services BU and across CSIRO.
* 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. Tertiary qualifications, preferably in science/engineering, or equivalent experience in a similar field such as ICT.
2. Communication: High level written and oral communication skills with the ability to represent the team effectively internally and externally.
3. Behaviours: A history of professional and respectful behaviours and attitudes in a collaborative team environment.
4. Independence and an ability to problem solve.
5. Experience writing proposals and other documents relating to business development.
6. Ability to effectively engage with stakeholders.

## **Desirable**

1. SME experience
2. Previous research sector experience
3. Postgraduate qualifications relevant to innovation and/or strategy

Special Requirements

Appointment to these roles 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 [CSIRO 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