# Position Details

## General Management – CSOF7

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| The following information is for applicants | |
| Advertised Job Title | US and Canada Counsellor |
| Job Reference | 80725 |
| Tenure | Specified Term of 3 years  Full-time or Part-time |
| Salary Range | AU$141,949 to AU$157,055 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Washington, USA |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens Only |
| Position reports to the | Executive Manager, Global |
| Client Focus – Internal | 20% |
| Client Focus – External | 80% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Nick Pagett via email at [nick.pagett@csiro.au](mailto:nick.pagett@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

CSIRO’s purpose is to solve the world’s greatest challenges using innovative science and technology. At CSIRO it is an exciting time, with a focus on Australia’s future and cultivating a competitive edge for global engagement.

Reporting to the Executive Manager, Global this role is based in the Australian Embassy in Washington. The Counsellor (CSIRO) is responsible for representing and advancing CSIRO’s engagement in-country and across the North American region aligned to the Australian national interest. This role will work in close collaboration with other members of Team Australia at key posts and foster trusted relationships with key in-country government ministries, industry, and research stakeholders.

As part of CSIRO’s offshore network in the North American region, this role is responsible for representing CSIRO and through partnerships build growth opportunities for CSIRO and Australian science and technology in the region.

### Duties and Key Result Areas

* Work with Australian agencies at key posts, particularly Department of Foreign Affairs and Trade, Department of Industry, Science, Energy & Resources, Department of Agriculture, Water and the Environment, Department of Education, Skills and Employment to develop collaborative approaches which will support targeted market engagement programs to profile CSIRO and its partners’ capabilities.
* On behalf of CSIRO, lead a team to build and maintain relationships with in-country Government Agencies to enhance the profile of CSIRO, fulfil objectives that further CSIRO’s interests in-country and Australian science & innovation in Australia’s national interest.
* Lead a team to establish and deepen strategic relationships with multiagency, Government and philanthropic networks to identify funding sources for CSIRO scientific and / or business opportunities.
* Working with Australian agencies represented in North America develop a collaborative approach to support engagement programs to showcase CSIRO and generate new opportunities for impact and collaboration.
* In partnership with CSIRO Global, management of delegations of regional and regionally located companies to visit CSIRO Australia (physically or virtually).
* In partnership with CSIRO Global, lead a team to create and scale programs and opportunities to gain experience and knowledge from the in-country entrepreneurial ecosystem, profile CSIRO technologies and attract additional research funding / commercialisation opportunities.
* Identify and manage a scalable operational support system to facilitate the engagement of CSIRO people undertaking projects with partners in-country; particularly the facilitation of equipment / material transfer, work entry permit compliance and ensuring CSIRO people adhere to Australian government directed travel advisory.
* Through networks, arrange contacts for CSIRO affiliated Australian-based companies to grow into the in-country markets.
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work with, and report into the lead government agency, Department of Foreign Affairs and Trade (DFAT) and specifically the Australian Head of Mission.
* In collaboration with other regional team members, support a structured and disciplined program of internal engagement with CSIRO stakeholders to communicate opportunity, activity, and traction in-country.
* Proactively contribute to Australian Public Diplomacy initiatives in-country, particularly the promotion of Australian science and innovation credentials.
* Facilitate and support CSIRO’s scientific engagements with in-country research institutions.
* Provide support and facilitate connections for CSIRO’s science and executive teams across the region.
* Represent CSIRO at activities undertaken by the Australian Embassy / High Commission.
* 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.

## **Selection Criteria**

#### Essential

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

1. A tertiary qualification in either Science and/or Business or equivalent experience.
2. A minimum of ten years of work experience in a relevant field.
3. Extensive experience in and deep knowledge of Australian Government including CSIRO, with demonstrated achievement in building and sensitively developing and managing relationships on behalf of the Australian Government.
4. Experience in navigating through and with large complex organisations and bureaucracies, overcoming barriers and roadblocks to build awareness and strategic engagement. Leveraging these relationships to identify potential opportunities for CSIRO.
5. Demonstrated ability to establish and develop strong stakeholder relationships, utilising influencing skills to gain support for new initiatives both within and outside an organisation.
6. Demonstrated expertise and experience in defining and executing successful market entries and building productive long-term partner relationships in the host country market.
7. Demonstrated ability to engage effectively and align with organisation located offshore, building and maintaining strong professional and collaborative working relationships with key internal and external stakeholders.
8. Proven ability to represent and articulate science, technology and commercial concepts credibly with exceptional oral and written communication, interpersonal, negotiation and representational skills.
9. Experience at living and working overseas.

## **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.

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.

This is a security assessed position. Applicants must be an Australian citizen, with the successful candidate either holding a Negative Vetting 2 Australian Government security clearance, or having the ability to obtain and maintain one.

The successful applicant must be willing to participate in and/or complete the below

* International travel
* A medical assessment to assess their ability to undertake the requirements of the role, including residing at the location and undertaking travel to the location as part of the role
* Complete psychometric assessments as a part of the recruitment process

Any accompanying family members must be willing to complete a medical assessment to assess their medical fitness to undertake travel to and from the location, and suitability to reside at the location.

## **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:

* 1. People First
  2. Further Together
  3. Making it Real
  4. Trusted