# Position Details

## General Management – CSOF7

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| The following information is for applicants | |
| Advertised Job Title | Executive Manager – Operations |
| Job Reference | 78301 |
| Tenure | Specified Term of 3 years |
| Salary Range | Attractive remuneration package |
| Location(s) | Clayton, Victoria or Lindfield, NSW |
| 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 | Business Unit Director, Manufacturing |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 8 |
| Enquire about this job | Contact Lesley Kliska via email at [Lesley.kliska@csiro.au](mailto:Lesley.kliska@csiro.au) or phone 0435 358 309 |
| 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 Executive Manager, Operations is a newly established position that will be responsible for Manufacturing’s Operations. This is a senior role that facilitates the strategic development of organisational capability, responsible for initiating and implementing business improvement, and has oversight of physical, financial, and people resources.

### As a key member of the Manufacturing Leadership team and CSIRO’s Change Leadership network, the position will have responsibility for the Business Unit’s Operations team and will work with CSIRO support functions, including HR, communications, finance and Health, Safety and Environment. The position will plan and deliver strategic capability for Manufacturing people and facilities, ensuring capability evolves and is matched with the Business Unit’s science directions which translates strategic priorities into operational reality. The Executive Manager, Business Operations will manage key internal relationships with the Business Unit’s partners within CSIRO to ensure optimal operations.

### The Executive Manager, Operations must be a strategic and collaborative leader who has demonstrated commitment to progressing inclusion and promoting diversity.

### Duties and Key Result Areas:

**Functional Leadership**

* Lead and manage the Business Unit’s operational and strategic planning processes and monitor operational performance, identify issues and opportunities for improvement across Business Unit operations;
* Support the Business Unit Director in engaging with CSIRO and external partners in government, industry and universities, including monitoring of service levels;
* Oversee 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; Manage the implementation of major BU development projects and enterprise change initiatives in partnership with functional support leaders;
* Oversee capital investment and expenses to ensure the Business Unit achieves targets relative to growth and delivery of impact science;
* Align communication, accountabilities, resource capabilities, internal processes, and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable impact and outcomes;
* Identify emerging and unforeseen issues requiring Director’s intervention and develop appropriate responses;
* Prioritise issues for the Director’s attention and provide briefing notes/reports to facilitate effective action;
* Identify emerging and unforeseen issues requiring the Director’s intervention and develop appropriate responses.

**Capability Leadership**

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

**Engagement and Partnerships**

* Communicate openly, effectively and respectfully with all staff, customers and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Engage and liaise with Finance to oversee the financial and forecasting of budgets and revenue to ensure Manufacturing manages its budget;
* Work with HR to build a highly inclusive culture to ensure team members thrive and organisational outcomes are met;
* Partner with BD&C on revenue management and forecasting to achieve growth targets over the financial year;
* Work with HSE and other relevant CSIRO committees to manage operational alignment;
* 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 Business Unit Director 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 governance, risk management and business continuity plans;
* Oversee the management of Business Unit infrastructure and equipment not specifically assigned to Research Directors.

## **Required 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, for example, 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 taken.
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.

## **Selection Criteria**

#### Essential

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

1. A relevant degree in conjunction with demonstrated achievement in senior advisory and leadership roles.
2. Strong business acumen and strategic thinking skills together with effective planning, leadership and people management skills.
3. Demonstrated track record in leading a complex, multi-site business including managing people, financial and physical resources and creating a safe and healthy workplace.
4. Demonstrated capacity to interact with customers and stakeholders at both the operational and senior executive level, and the proven ability to develop and cultivate productive relationships.
5. Experience managing and executing complex change projects, portfolio management and systems development.
6. Demonstrated experience with HSE strategy, governance frameworks and risk/issues management.
7. Strong financial management experience and literacy including managing budgets and controlling income and expenditure, and preparing forecasts.

## **Desirable:**

1. Demonstrated high level skills, knowledge and experience relevant to large research organisations and/or the Manufacturing domain.

Special Requirements

* The successful candidate will be required to obtain and provide evidence of a National Police Check or equivalent.
* To be eligible for this position you must be willing and able to travel occasionally.

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Find out more about CSIRO [Manufacturing](https://www.csiro.au/en/Research/MF)