# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants |
| Advertised Job Title | Program Manager – Climate Science Centre |
| Job Reference | 74162 |
| Tenure | Specified Term of 3 Years, Full-time  |
| Salary Range | AU$115,605 to AU$135,467 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Hobart (preferred), Melbourne or Canberra |
| 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 | Director, Climate Science Centre |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | jaci.brown@csiro.au or phone +61 6232-5580 |
| 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 or call 1300 984 220. |

### Role Overview

The Climate Science Centre (CSC) delivers science at the regional, national and international level. Climate change is an increasingly complex environment with multiple partners and new research programs being established, as the issue gains a higher profile both internationally and domestically. Due to the high profile of climate change and net zero targets, cooperation and collaboration with partners is essential to maintaining trust in very important relationships. The candidate will be required to work internally, within the CSC, Oceans and Atmosphere (O&A) Business Unit (BU) and CSIRO; and externally with other government agencies and research institutions.

The Program Manager will provide high-level support and advice to the CSIRO Climate Science Centre (CSC) and the Research Director (RD). The Program Manager will be responsible for many of the roles associated with effective and efficient management of a large scientific program. This involves people management and developing efficient work practices for the Centre whilst also overseeing budgets, allocations, training, and strategy implementation and tracking.

In order to better influence and communicate with partners, the candidate will work with the CSC Communications officer to implement a CSC communication plan which promotes the centre’s research. The candidate will also drive and coordinate cross-BU and cross-institutional forums to build a conversant, engaged and cooperative climate science/services community.

The ability to influence others, while not holding official authority, will be one of the most critical skills for this role. This candidate will need to work with the leadership team to direct and track the implementation of the Strategy and Workforce Plan to ensure CSC resources are targeted at delivering the strategy.

As part of this, the candidate will coordinate the development of a range of impact pathways for the CSC and monitor their implementation at a whole-of-program level. The candidate will also be required to have oversight of the CSC’s resources to ensure they are effectively aligned with the Impact Pathways.

Additionally, in partnership with the CSC Leadership team, the Program Manager will identify capability gaps and opportunities for improving these. E.g. building project management capacity in the program, connecting staff to appropriate resources (e.g. business development, internal training resources).

The CSC is often required to respond to a broad range of information requests both internally (e.g. from CSIRO Corporate functions) and externally (e.g. Senate estimates). The Program Manager will be required to synthesise information from a range of sources to deliver accurate information that will meet the needs of a range of audiences.

The candidate will identify emerging and unforeseen issues requiring CSC Leadership Team (LT) intervention and coordinate or develop appropriate responses working with relevant stakeholders, such as, but not limited to, Research Group Leaders, Team Leaders, Finance, Business Development & Global, HR and HSE advisors. They will prioritise issues for the RD and CSC LT and prepare briefing notes/reports to facilitate effective action.

The Program Manager will be required to work independently with limited supervision and direction and will require initiative and the ability to problem solve. This will include using their internal networks to seek appropriate assistance rather than relying on the CSC LT for guidance.

### Duties and Key Result Areas:

* Provide high level support and advice to the Research Director (RD) and Group Leaders (GL) on issues and interactions with key stakeholders and external parties.
* Identify emerging and unforeseen issues requiring RD intervention (project delivery, stakeholder relationships, internal conflict and cultural challenges) and coordinate or develop appropriate responses.
* Identify inefficiencies within internal management processes and design and implement change.
* Use knowledge of change management practice to support the Leadership team to implement any new strategic directions or processes.
* Prioritise issues for the RD’s attention and prepare briefing notes/reports to facilitate effective action and guide diary management for the director’s administration officers.
* Prepare and review correspondence, presentations and reports that deal with complex or sensitive matters.
* Coordinate internal and external reviews, responses to information requests, reporting requirements and project manage sensitive or complex activities. Plan and coordinate key leadership meetings, or other events.
* Collaborate with internal partners to improve the capability of CSC staff in project management. E.g. identify training opportunities, connect staff to CSIRO resources
* Collaborate with internal partners to deliver efficient and effective coordination of key business processes e.g. appropriation funding allocation, monitoring staff allocation at the program level, reporting tools and budget maintenance.
* Coordinate CSC compliance with CSIRO processes and governance requirements, and other applicable legislative requirements, maintain oversight of CSC input to O&A risk management framework.
* Coordinate the preparation of impact pathways, strategic and operational plans.
* With input from the RD, coordinate effective communication within and about CSC matters between the CSC leadership team members, develop and maintain cross-organisational networks.
* Drive collaborative forums including CSIRO-wide climate initiatives as well as multi-agency discussion groups for climate coordination.
* 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 collaboratively as part of a multi-disciplinary, regionally-dispersed research team, and business unit to carry out tasks in support of CSIRO’s scientific objectives.
* 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:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas.
* **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, understanding, 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:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

## **Selection Criteria**

#### Essential

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

1. Excellent written communication skills, showing evidence of ability to formulate and prepare a wide range of strategic and government communications including complex reports, analyses, plans and briefings.
2. Strong influencing skills and the ability to coach other staff, while not holding official authority, including an ability to manage change effectively.
3. A confident and pro-active approach with the ability to work effectively in a dynamic leadership team environment and collaborate widely, both internally and externally.
4. Strong analytical skills with a proven ability to investigate underlying issues of complex and ill-defined problems and develop appropriate responses through abstract thinking and using creative solutions.
5. Excellent organisational skills with a demonstrated ability to independently manage competing complex demands; establish or renegotiate priorities; and meet deadlines, including the ability to effectively adapt in ambiguous, urgent and/or complex situations where information is incomplete or not available*.*
6. Ability to identify and implement improvements and efficiencies in internal processes and procedures.
7. Demonstrated experience in successful project management, including planning, governance, engagement, monitoring and reporting, to meet or exceed specified outcomes and timeframes.
8. Experience working in a scientific organisation and/or able to coordinate and distil complex information from a range of disciplines.

## **Desirable:**

1. A degree and/or experience in a relevant discipline, such as business management, science.

Special 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.
* If the successful candidate is not an Australian Citizen or Permanent Resident, they may be required to undergo additional security clearances, which may include medical examinations and an international standardised test of English language proficiency (i.e. IELTS test).- https://ielts.com.au/

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Find out more about CSIRO [Oceans and Atmosphere](https://www.csiro.au/en/Research/OandA)