# Position Details

## Administrative Services- CSOF5

|  |
| --- |
| The following information is for applicants |
| Advertised Job Title | Strategy Manager |
| Job Reference | 73961 |
| Tenure | Specified Term of 3 years, Full-time (part-time would be considered for the right candidate) |
| Salary Range | AU$100,710 to AU$108,985 pa + up to 15.4% superannuation |
| Location(s) | Melbourne, VIC (mix of office and work from home) |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian and New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Associate Director, CSIRO Futures |
| Client Focus – Internal | 20% |
| Client Focus – External | 80% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Greg Williams via email at Greg.Williams@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 or call 1300 984 220. |

### Role Overview

**Background: *Make a difference. Innovation for Australia’s future.***

[CSIRO Futures](https://www.csiro.au/en/Showcase/CSIRO-Futures) is the strategic and economic advisory arm of CSIRO – Australia’s national science agency. We sit at the cutting edge of science and technology and work with forward thinking industry and government customers and CSIRO’s world leading researchers to identify and capture growth opportunities in existing and new industries.

Our projects cover the spectrum from playing an important role in helping Australia and companies enter entirely new industries to developing innovation pathways for leading businesses operating in mature markets.

We draw on our extensive consulting and economic experience and unparalleled access to scientific expertise to provide objective, robust and high-quality analysis, insights, and advice to inform our customers’ investment in science and technology.

The desire to make a real difference flows throughout everything we do. We believe in our work and what it can achieve for an industry, Australia, and the world.

**The position**

The Manager will lead the project delivery of industry roadmaps, technology strategies and technology scans aimed at influencing senior government and industry decision makers. This will involve the development of project approaches, the management of a small delivery team (2-3 individuals), client engagement, stakeholder consultation, market and technology analysis and report writing. The role will be supported by quality assurance and guidance from an Associate Director.

The projects will vary in complexity and may be oriented to any number of industries or technologies where CSIRO has current or emerging interests. Projects typically deliver material that work toward describing how science, technology and innovation can assist in unlocking the identified opportunities.

### Duties and Key Result Areas:

* Under limited direction, lead small teams to deliver strategy projects of varying size and scale.
* Liaise with clients to determine their needs, tailoring solutions to potentially conflicting requirements, taking personal responsibility for client satisfaction, and correcting problems promptly and in a constructive manner.
* Quickly gather, understand, analyse, and synthesise information from disparate sources into detailed, logical, evidence-based insights and conclusions.
* Succinctly and professionally communicate complex business, scientific and technical concepts to senior executives and government decision makers.
* Work collaboratively with colleagues within the team, the business unit and across CSIRO to reach objectives.
* Actively develop a working knowledge across CSIRO’s science and technology domains.
* 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.
* 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.

## **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. Undergraduate qualifications in science, engineering, business, finance or economics or a related field that includes a significant analytical component.
2. Experience leading small teams on strategic or technical consulting projects that include the gathering, evaluation, analysis, and synthesis of a broad range of information to develop robust insights and input into strategic decision making.
3. Experience developing and/or applying business analysis and strategic analysis frameworks (i.e. value chain analysis).
4. Experience in generating professional quality client-facing written reports and deliverables that clearly communicate analysis and key insights.
5. Excellent interpersonal, oral communication and presentation skills, including experience in proactively collaborating and consulting with internal and external stakeholders.
6. Ability to demonstrate adaptability, modifying project methodology in real time and being able to justify the change.

## **Desirable:**

1. Strong subject matter expertise in a technical field with prior experience in delivering projects in at least one of the following industries: health and medicine or agriculture and food

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.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!