# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Innovation Connections Facilitator |
| Job Reference | (to be entered by your Recruitment Consultant) |
| Tenure | Specified Term of 2 years  Full-time |
| Salary Range | An attractive remuneration package including a motor vehicle allowance, a performance bonus, and up to 15.4% superannuation. |
| Location(s) | Perth |
| 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, SME Connect |
| Client Focus – Internal | 10% |
| Client Focus – External | 90% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Simon Hanson via email at simon.hanson@csiro.au or phone 03 9545 2752 |
| 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 is the National Delivery Partner of the Innovation Connections element of the Department of Industry, Science, Energy and Resources (DISER) Entrepreneurs’ Programme. Innovation Connections assists Australian businesses to understand their research needs, connects them with the research sector and provides dollar-matched grants to fund collaborative research projects. For more information on Entrepreneurs’ Programme and Innovation Connections, please visit the [Entrepreneurs’ Programme](https://www.business.gov.au/Grants-and-Programs/Entrepreneurs-Programme) page.

CSIRO delivers Innovation Connections through a national team of facilitators working within CSIRO’s SME Connect team. SME Connect drives engagement and linkages between Australian SMEs (small to medium sized enterprises) and research organisations including universities, CSIRO and other publicly funded research organisations (PFROs). Innovation Connections Facilitators are based in Perth, Adelaide, Melbourne, Canberra, Wollongong, Sydney, Newcastle, Gold Coast, Brisbane and Townsville. SME Connect has a highly collaborative culture in which team members work together to deliver customer-focused services. For more information, please visit [About SME Connect](https://www.csiro.au/en/Do-business/Solutions-for-SMEs/About-SME-Connect).

The Innovation Connections Facilitator will undertake business development activities to identify Australian companies seeking to utilise research to grow and generate wealth. They will work with these companies to identify opportunities for research to benefit their business; facilitate engagement between the companies and the research sector; and support applications for Innovation Connections grants for company-led research and development projects with publicly funded research organisations (PFROs), Australian universities and CSIRO.

The Innovation Connections Facilitator will work with companies in the following Industry Growth Sectors:

* Advanced Manufacturing
* Medical Technologies and Pharmaceutical
* Oil, Gas and Energy Resources
* Mining, Equipment and Technology Services
* Food and Agribusiness
* Companies providing enabling services and technologies in the above sectors, such as ICT

## As the Innovation Connections Facilitator will work with companies and research organisations in metropolitan and regional locations, some travel is required (interstate and regional), as is the possession of a driver’s licence and the ability to drive a motor vehicle.

### Duties and Key Result Areas:

* Build and manage a pipeline of opportunities to deliver research facilitation services to SME businesses through development of relationships and networks across industry, research organisations, universities, and Entrepreneurs' Programme Delivery Partners.
* Contribute to the achievement of CSIRO’s team performance targets, and quality and service standards, as the National Delivery Partner for Innovation Connections.
* Act as a trusted advisor by working with SME clients to understand their business priorities, assess knowledge gaps, seek information about their underlying needs, adapt quickly to changes in clients’ needs, and identify potential for them to benefit from research.
* Connect the SMEs with the most appropriate research expertise and facilities in Australia’s PFROs and universities.
* Facilitate the scoping of research projects between SMEs and PFROs and universities to address business priorities.
* Support the successful application by SMEs for Innovation Connections grants to undertake the research projects and oversee the establishment of commercial agreements between the project participants.
* Work collaboratively with colleagues from within CSIRO Innovation Connections team, DISER and the wider Entrepreneurs’ Programme, as well as the CSIRO SME Connect team.
* 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.
* Maintain the confidentiality of commercially sensitive and personal information of CSIRO and of our commercial and research partners.
* Represent and promote CSIRO and Innovation Connections externally, including in public forums, with industry, the research sector and government.
* 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. Tertiary qualifications, preferably in science/engineering and business with business development experience, or equivalent skills, knowledge and experience.
2. A current driver’s licence and the ability to drive a motor vehicle.
3. Experience with, and understanding of working with SMEs, including constraints, drivers and opportunities facing SMEs.
4. Demonstrated skills and experience in the establishment and delivery of industry-led research and development projects, gained from working in a publicly funded research organisation (PFRO) or working in businesses that have successfully engaged with PFROs.
5. Significant industry experience and understanding of at least one of the Australian Government’s Industry Growth Sectors and enabling services and technologies within these sectors such as Information and Communications Technology.
6. Highly developed engagement and networking skills with proven ability to facilitate collaboration and build trusting and productive relationships with customers; extensive experience in negotiation and representation.
7. Highly developed interpersonal skills with a track record of contributing to, and supporting, cohesive teams; proven ability to establish productive relationships with colleagues based on trust, respect, courtesy, knowledge sharing, problem solving, and continuous improvement.

## **Desirable:**

1. Established networks across businesses, industry associations, intermediaries, research organisations, and universities in Perth and regional Western Australia.

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. 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/)!