# Position Details

## Administrative Services – CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Culture Change and Strategic Projects Officer  (Agriculture & Food) |
| Job Reference | 80131 |
| Tenure | Specified Term until 31 December 2023  Full time or Part time (min. 0.7 FTE), job share arrangements may also be considered. |
| Salary Range | AU$87,068 to AU$98,504 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Canberra ACT, Brisbane QLD, or Perth WA preferred  Other locations may be considered |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents * Australian Temporary Residents who are currently residing in Australia and have the right to work for the expected duration of the specified term (at least until end of December 2023), with no requirement for sponsorship |
| Position reports to the | Deputy Director, Agriculture & Food |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Mat Cook via email [mathew.cook@csiro.au](mailto:Michael.Robertson@csiro.au) or phone 07 3214 2317 (Brisbane) |
| 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. |

### Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea, and waters, of the area that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

### Role Overview

Administrative staff in CSIRO provides administrative and management services to support the effective provision of research and development activities. This involves the development and implementation and/or administration of policies, systems and procedures that assist the organisation and the business units to achieve their objectives and meet Government and regulatory responsibilities.

The Culture Change and Strategic Projects Officer will support the Leadership Team of CSIRO Agriculture and Food (A&F). The requirement to support various business processes and strategic initiatives in such a large business unit means that the Leadership Team needs this role to work closely with the Director and their Leadership Team. The position will be responsible for supporting, and in some cases managing under supervision, strategic internal initiatives (e.g., on-going roll out of the A&F strategy), business processes (e.g., coordination of internal opportunities and initiatives) and interactions with key stakeholders.

### Duties and Key Result Areas

* Manage and contribute to the execution of various strategic initiatives that have been identified by the Leadership Team.
* Assist the coordination of internal and external business processes, working closely with the Executive Officer and other members of the Leadership Team.
* Provide training to A&F staff to enhance skills that improve business efficiency and effectiveness.
* Assist in the preparation of business documents, reports, presentations, analyses, plans and briefings.
* Provide executive support to the impact initiative comprising of the seven impact area leads and their impact champions. Specific tasks include project management of the initiative: setting, monitoring, and reporting progress against the initiative's workplan; maintaining core documentation; producing reports and presentations; facilitating communication among the team.
* Provide executive support to the Empowering for Impact culture change initiative comprising of the seven change areas and their catalysts. Specific tasks include project management of the initiative: setting, monitoring, and reporting progress against the initiative's workplan; maintaining core documentation; producing reports and presentations; facilitating communication among the 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.
* Work collaboratively as part of a multi-disciplinary, regionally dispersed team to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Values, 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:** 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:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
* **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:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **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. Experience in managing and/or contributing collaboratively to strategic initiatives that involve multiple internal and external stakeholders.
2. Ability to work independently under limited supervision on a wide variety of activities.
3. Ability to manage competing demands and select optimal solutions for a range of options for problems faced.
4. Experience in project management, including formulating workplans, defining deliverables, execution, and completion.
5. Track record in assisting with preparing business documents, such as reports, presentations, and plans.
6. Experience in communicating with internal and external stakeholders and able to respond to their needs in a timely and satisfactory way.

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.

* 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.

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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

Find out more about CSIRO [Agriculture and Food](https://www.csiro.au/en/Research/AF)