# Position Details

## Communication & Information- CSOF5

|  |  |
| --- | --- |
| The following information is for applicants | |
| Advertised Job Title | Program Design Officer, Space |
| Job Reference | 84489 |
| Tenure | 15-month term  Full-time |
| Salary Range | AU$102,724 - AU$111,165 per annum (pro-rata for part-time)  (Minimum 0.8 FTE) plus up to 15.4% superannuation |
| Location(s) | Canberra or Adelaide preferred; however, open to all AU CSIRO sites |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens only |
| Position reports to the | Manager, Government Relations |
| Client Focus – Internal | 30% |
| Client Focus – External | 70% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Liz Yuncken via email at [Liz.Yuncken@CSIRO.au](mailto:Liz.Yuncken@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](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 areas 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

CSIRO’s Space and Astronomy team is home to extensive space research and innovation capabilities. Our expertise is in understanding the Universe, including observing Earth from space. CSIRO operates world-class national facilities for radio astronomy, spacecraft communications and tracking, and collecting satellite-derived data about Earth, for customers from across Australia and the world.

This strategic role is based within the CSIRO Government Relations team, but will provide fully dedicated support for a range of CSIRO’s Space and Astronomy priorities, including those that underpin the newly released Australian Government Earth Observation from Space [Roadmap (‘EO Roadmap’)](https://www.industry.gov.au/data-and-publications/earth-observation-from-space-roadmap-2021-2030).

A key requirement for this role will be to represent CSIRO in contributing to multi-agency development of program design, funding proposals and implementation activities. A primary focus will be to support the National Space Mission for Earth Observation, which was recently announced by the Australian Government and will be led by the Australian Space Agency in partnership with Geoscience Australia, the Bureau of Meteorology, Defence and CSIRO.

The incumbent will manage and prioritise multiple tasks with varying levels of complexity and urgency.

CSIRO respects differences and we are committed to building an inclusive culture by creating an environment where you can balance your career as well as your commitments and interests outside of work. We believe that you will do your best at work if you have a work / life balance. This role is offered on a full‐time or part‐time (minimum 0.8 FTE). Please raise your preference during the recruitment process, as we are open to discussing flexible working opportunities.

### Duties and Key Result Areas

* Represent CSIRO as part of multi-agency working groups in relation to the development of space research design, proposals and program implementation activities.
* Deliver high quality, accurate written documentation to underpin the development of the National Space Mission for Earth Observation and broader CSIRO space research and infrastructure priorities.
* Provide coordinated, timely and appropriate input to government requests for information and consultation, following relevant consultation and approval processes.
* Build effective and sustainable relationships at multiple levels across government, necessary to support strategic organisational partnerships, identify opportunities for collaboration, and for continuous improvement relating to program design and implementation methods.
* Build and maintain an awareness of current government, parliamentary and public policy issues, identifying those relevant to CSIRO and responding accordingly.
* Provide a flexible, adaptive, and responsive approach in delivering activities across the team and the wider organisation.
* Communicate openly, effectively, and respectfully with all staff, clients, and suppliers in the interests of good business practice, positive 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.
* 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:** 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. Demonstrated ability to influence and deliver effective program design and/or implementation of government programs and priority initiatives, gained through a relevant tertiary qualification or demonstrated work experience.
2. Strong comprehensive, written and oral communication skills combined with the ability to prioritise work in response to tight deadlines, with a demonstrated track record of delivering effective outcomes.
3. Excellent interpersonal, negotiation and representational skills and the ability to build effective relationships with internal and external stakeholders, principally experience working collaboratively with Government stakeholders.
4. Demonstrated ability to work as part of a multi-disciplinary team operating in a dynamic environment, as well as the ability to work across organisational boundaries to deliver a one-CSIRO approach.
5. Demonstrated conceptual and practical knowledge of the operation of Government and of Parliamentary processes. Prior experience in public policy development, government budgetary processes or in the design, implementation, and management of the delivery of government programs and priority initiatives.
6. Demonstrated high degree of judgement and discretion.

## **Desirable**

1. A background and interest in space-related research, engineering or a related discipline and/or experience working with customers or stakeholders who work in such fields.

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 Clearance or equivalent. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* The successful candidate will be required to obtain and maintain a security clearance at the Negative Vetting Level 1.

## **About CSIRO**

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

CSIRO is a values-based organisation.  We expect our employees to demonstrate behaviours aligned to our values of:

* People First
* Further Together
* Making it Real
* Trusted