# Position Details

## Administrative Services- CSOF6

|  |
| --- |
| The following information is for applicants |
| Advertised Job Title | Manager, Next Generation Graduates Program |
| Job Reference | 91101 |
| Tenure | Specified Term of 3 years  |
| Salary Range | AU$121,455 to AU$142,321 pa + up to 15.4% superannuation |
| Location(s) | Flexible  |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens Only
* Australian/New Zealand Citizens and Australian Permanent Residents
* All Candidates
 |
| Position reports to the | Science Support Manager, Data61 |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | 3 |
| Enquire about this job | Contact Lisa Hutton via email at lisa.hutton@csiro.au or phone +61 457 042 188 |
| 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. |

**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

## The role of Administrative staff in CSIRO is to provide 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 Unit to achieve their objectives and meet Government and regulatory responsibilities.

The Next Generation Graduates Program will fund national scholarships to attract and train the next generation of artificial intelligence and emerging technology specialists. Through the Program, the Australian Government aims to address top-end talent shortages under two streams – Artificial Intelligence and Emerging Technologies.

The Program will work with universities and industry to co-fund scholarships for Australian Qualification Framework (AQF) Levels 8 (Honours) to 10 (Doctoral) using a work-integrated learning approach. Students will participate in industry-led research projects and/or placements to build job-ready skills and provide short-term access to high-end talent for business in addition to completing a formal qualification relevant to AI. Data61 will deliver the Program, in partnership with universities and industry partners.

The Manager will lead the Next Generation Graduates Program’s operations and is responsible for development, implementation and roll out of the Program. The manager will develop networks and liaise with key stakeholders, directly supervise staff within the Program, and work to ensure delivery of the Program’s strategy. The Manager will oversee the Program’s operational budget and prepare reports as required for management, funding and governance bodies. The Manager may manage similar graduate programs or be involved as and when additional opportunities arise.

### Duties and Key Result Areas

* The Manager will develop, action and review implementation, strategic and operational plans, to ensure delivery of the Program’s objectives
* Lead staff to achieve the Program’s goals, ensuring effective team performance, developing team members, and influencing other internal and external parties to achieve the Program’s goals and promote the Program in external forums.
* Lead the team to develop and implement end to end administrative processes with respect to student enrolment, admission/onboarding, coursework and engagement activities, milestone and examination processes, in collaboration with university partners, and develop relevant processes and procedures.
* Manage all financial and reporting aspects of the Program.
* Maintain relationships with key stakeholders, including government, university HDR units, academics, students, industry and senior management teams.
* Influence the Program’s strategic decisions and provide support to the Science Support Manager
* Take responsibility for effective team performance including development of team members
* 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 Zero Harm goals.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. Relevant degree and extensive experience in senior advisory and managerial roles, preferably including experience in the tertiary education sector.
2. Demonstrated ability to deliver end-to-end cohort and industry based higher degrees by research programs of work at a national scale, with a focus on driving and supporting best-practice.
3. Strong judgement and problem-solving skills with an ability to proactively question and explore complex and ill-defined problems and develop appropriate responses
4. Excellent organisational skills with the ability to balance competing priorities and fulfil the needs of multiple stakeholders.
5. Excellent interpersonal, oral communication and presentation skills, including experience in proactively collaborating, negotiating and consulting with internal and external stakeholders.
6. Demonstrated ability to develop engagement strategies and implement management frameworks for a portfolio of strategic relationships with key clients and partners to meet strategic objectives.
7. Flexibility and ability to work in a dynamic, sometimes ambiguous, urgent and/or complex environment, and to adapt quickly and achieve outcomes

## **Desirable**

1. A broad understanding of higher degrees by research within the tertiary sector.

## **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.

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.

Include if relevant:

* 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. Visit [CSIRO Online](http://www.csiro.au/) for more information.

CSIRO is a values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

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