# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants |
| Advertised Job Title | Program Manager – Strategic Growth Opportunities  |
| Job Reference | 83500 |
| Tenure | Specified Term of 3 years Full-time |
| Salary Range | AU$117k to AU$138k + up to 15.4% superannuation |
| Location(s) | To be negotiated |
| Relocation Assistance | Not applicable |
| Applications are open to | All applicants must have the right to work in Australia |
| Position reports to the | Manager, Program Design & Management  |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Shane Fava via email at shane.fava@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

## 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.

CSIRO, through the Strategic Growth Opportunities (SGO) program, has committed to identifying customer and market opportunities at an operational level (business unit), which then feed into a whole of organisational mapping process providing prioritisation, consolidation, and business insights to inform strategy. The outcomes from this process also feed into several Business Development and Global (BD+G) programs such as strategic partnerships, CSIRO mission development and revenue pipeline expansion.

The Program Manager – SGO role will lead this program of work as part of CSIRO’s BD+G team and report to the Manager, Program Design & Management.

The role will be responsible for leading the annual strategic coordination of activities within the SGO program area, this includes the facilitation of data gathering and processing and the reviewing of opportunities in collaboration with business units and other function areas within the organisation. In addition, the Program Manager position will also play a key role in the development of resources that support the Annual Performance and Investment Review process.

### Duties and Key Result Areas:

1. Leading the development and implementation of a partnership framework that links the outcomes of the SGO program to other related programs of work within the organisation (e.g. strategy, missions, strategic partnerships etc)
2. Defining and establishing a process of review and refinement that allows the SGO program to be integrated with CSIRO’s systems and process, and contributes to annual activities
3. Leading SGO program meetings and workshops across the organisation and developing the necessary networks and relationships to increase the program’s level of success
4. Regularly engaging with all key internal stakeholders (e.g. strategy team) to ensure the strategic alignment of the SGO objectives and consistency of messaging
5. Championing the use of underpinning tools and systems (e.g. the dynamics platform) to ensure the consistent uptake and utilisation of all available data
6. Working with key business unit staff in the development of resources that inform the Annual Performance and Investment Review process

## **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. A minimum of 5 years’ experience in program management
2. Demonstrated experience in project coordination and the management of a variety of stakeholders in high pressure situations
3. Ability to lead and motivate individuals and teams in the development and implementation of new strategic approach and underpinning systems.
4. Excellent written and verbal communication skills to supply timely and accurate information in a professional manner to various stakeholders
5. Demonstrated capability to draw insights and articulate opportunities enabling leadership to make informed decisions
6. Experience in navigating through and with large complex organisations and bureaucracies, overcoming barriers and roadblocks to build awareness and strategic engagement
7. Strong organisational, administrative, and analytical skills with the capacity to deal with ambiguity

## **Desirable:**

1. Comprehension of science and technology concepts and models to support the translation of science and technology into value creation.
2. Experience in working with virtual teams across 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.

## **About CSIRO:**

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