# Position Details

## Administrative Services- CSOF6

|  |  |
| --- | --- |
| The following information is for applicants | |
| Advertised Job Title | Program Development Manager / Innovation Hubs |
| Job Reference | 84090 |
| Tenure | Specified Term of 2 years  Full-time |
| Salary Range | CSOF6.1 + 15.4% superannuation |
| Location(s) | Sydney, NSW (Preferred), Brisbane, QLD, Clayton, VIC all considered |
| Relocation Assistance | Not Applicable |
| Applications are open to | All applicants must have the right to work in Australia |
| Position reports to the | Senior Manager, Innovation Hubs |
| Client Focus – Internal | 60% |
| Client Focus – External | 40% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Javier Leal via email at [Javier.lealblasco@csiro.au](mailto:Javier.lealblasco@csiro.au) or phone +61 04 57142732 |
| 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

The Innovation Hubs team is part of CSIRO’s Business Development and Global unit. The team pivots in CSIRO innovation capabilities and assets, defining tailored organizational forms to foster research and innovation. The team leads the scoping of partnership models and services for State Innovation precincts, National and International initiatives to promote collaboration and deliver big impact. These include Innovation Hubs, Centres of Excellence, National Centres et al gearing up for launch in Australia and internationally and scoping for additional Hubs across several States.

We are looking to recruit a Program Development Manager to oversee the design and development of an actionable framework for CSIRO Innovation Hub’s portfolio.

You will work closely with the Innovation Hubs senior manager to initiate the Innovation Hubs program development, from program definition and design to implementation and evaluation. The position requires strong stakeholder management skills and the ability to develop and maintain positive relationships across CSIRO and with key external stakeholders. The successful candidate will architect and deliver a business model for Innovation Hubs, based in the identification and validation of factors relevant to evaluate services by several CSIRO facilities and units.

The position will also require high-level analysis of the innovation environment and contexts. The incumbent will play an active role supporting the continuous improvement of the Innovation Hubs function, ensuring that our ways of working, approach to people and processes are constantly challenged, reviewed, and iterated to deliver the best possible outcomes.

Working as part of a small team, this position offers the chance to immerse yourself in CSIRO values, gain exposure to a broad range of research topics and contribute to the definition of a unique innovation model fuelled by openness, community engagement and collaboration.

### Duties and Key Result Areas:

* Support the design and delivery of the Innovation Hubs program parameters with input from stakeholders, with emphasis on financial and commercial requirements for sustainability. This includes supporting the definition of delivery and operational models, co-creating with key stakeholders.
* Conduct in depth needs assessment and revision of existing operating and business models in several relevant units in CSIRO as well as comprehensive research and analysis of trends and identification of opportunities. This includes but not limited to service innovation portfolios, knowledge exchange, research valorisation processes and research facility management.
* Support the development of well-informed business cases to inform the strategy and advance the Innovation Hubs roadmap.
* Establish and implement program governance and management approaches related to Innovation Hubs and the design of the overarching and specific innovation architectures.
* Coordinate meetings with stakeholders as well as ensure that communication to senior internal stakeholders is clear and timely, including the development of dashboards, status reports, board papers and initiative summaries.
* Plan and undertake external and internal engagement activities to support the planning and delivery of Innovation Hubs. Promote collaborative networks by proactively connecting CSIRO with other research providers, industry and Government.
* Actively identify and promote opportunities related to the Innovation Hubs portfolio, including best practices towards increased agility and competitiveness.
* 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, often regionally dispersed team, and business unit to carry out tasks in support of CSIRO’s objectives.
* 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

1. Bachelor’s degree in relevant discipline (Economics, Engineering, Social Science, Project-Program Management).
2. Knowledge of program planning and delivery. Experience gained within a research-intensive organisation would be a significant advantage.
3. Experience in the development of compelling business cases to deliver against actionable strategies and make meaningful business impact.
4. Comprehension of innovation, science and technology concepts and models to support the translation of science and technology into value creation.
5. Demonstrated ability to establish and develop strong stakeholder relationships, engage effectively, and maintaining strong professional and collaborative working relationships with key internal and external stakeholders.
6. Experience and skill in communicating complex issues and initiatives both written and verbal in an effective manner.
7. A demonstrated ability to manage ambiguity and perform under pressure in a dynamic and changing environment.

## **Desirable:**

1. An understanding of the R&D environment in Australia
2. Experience developing commercial and pricing models for viable service innovations, conducting commercial viability, risk assessments and business models for new services.

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/)!