# Position Details

## General Management – CSOF7

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| The following information is for applicants | |
| Advertised Job Title | Australian Critical Minerals R&D Hub Manager |
| Job Reference | 86970 |
| Tenure | Specified Term of 3 Years, Full-time |
| Salary Range | AU$146,207 to AU$ 161,767 pa + up to 15.4% superannuation |
| Location(s) | Brisbane, Melbourne, Perth or Sydney preferred |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens and Australian Permanent  Residents Only |
| Position reports to the | Director, Minerals Resources CSIRO |
| Client Focus – Internal | 20% |
| Client Focus – External | 80% |
| Number of Direct Reports | 3 |
| Enquire about this job | Contact Dr Robert Hough at rob.hough@csiro.au or Louise Fisher at louise.fisher@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. |

### Acknowledgment 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

# On 21 October 2022, the Australian Government committed $50.5 million over three years to establish the Australian Critical Minerals R&D Hub. The Hub will:

* build on Australia’s world-leading research capabilities, by drawing together critical minerals expertise in CSIRO, ANSTO and Geoscience Australia. This will enable it to prioritise and advance projects of strategic significance.
* coordinate and align critical minerals research efforts, so as to:
* build Australian intellectual property in critical minerals processing
* progress international R&D collaboration and science diplomacy
* connect critical minerals projects to technical and research expertise.
* Fund three projects to be undertaken by members of the Hub to:
* lead a strategic body of work to assess priority research and development gaps, establish new digital tools and capabilities, and identify where targeted effort could address national vulnerabilities and open new opportunities for Australian industry
* focus on building the state of knowledge regarding the two new additions to the Australia’s Critical Minerals List – high-purity alumina (HPA) and silicon.
* Offer grant funding for a second tranche of research that would further the Australian Government’s objectives as set out in the 2022 Critical Minerals Strategy, and the emerging 2023 refresh of that strategy.

A major focus will be the minerals needed for clean energy to help Australia achieve net zero emissions. This will help secure more value from our resources and support a thriving domestic manufacturing sector.

The Critical Minerals R&D Hub Manager is responsible for driving the Hub’s national agenda to guide, coordinate and prioritise Australian government and industry research and development efforts, to support, promote and inform the 2023 Critical Minerals Strategy.

To this end, the candidate will manage the activities of the Hub, facilitate strong stakeholder/industry engagement, and build strong relationships with key stakeholders. They will have exceptional communication skills and be experienced in working in and/or with business.

Under the direction of the successful candidate, the Hub will take the outcomes from the tranche 1 and 2 projects and stakeholder/industry engagement to coordinate, guide and prioritise future R&D directions of government and industry. It will also proactively identify and coordinate future high potential research proposals, bringing together industry and other stakeholders, that best promote the objectives of the 2023 Critical Minerals Strategy.

The candidate will also be responsible for managing the day to day operation of the Hub and staff, under the general direction of the Critical Minerals R&D Hub Operations Group, comprising senior scientists from CSIRO, ANSTO and Geoscience Australia.

This candidate will lead the Hub team to direct and track the implementation of the Hub’s activities to ensure the objectives of the Hub are met.

It is expected that the Hub will be required to respond to a broad range of information requests both internally (for example, reporting to the Hub Operations Group and/or Steering Committee) and externally (for example, Senate estimates). The candidate will be required to take overall responsibility for ensuring that the Hub is able to deliver accurate information to meet the needs of a range of audiences.

### Duties and Key Result Areas:

* Shape the development, design and delivery of the Hub, through strategies and processes based on proactive insights, collaboration and actions.
* Develop strong trusted advisor relationships with senior executives and representatives across industry, government, and other stakeholders, comprising current and prospective partners.
* Foster engagement, communication, and collaboration with industry partners.
* Create clarity and influence stakeholder commitment to successful delivery of the Hub progressing towards the objectives set out in the 2022 and 2023 Critical Minerals Strategy
* Proactively identify connections and collaboration opportunities to shape and progress the strategic direction of the Hub and to provide a pipeline of future high potential projects suitable for funding via other sources.
* Inspire internal and external stakeholders with successes, insights and learnings from industry initiatives and industry partnership successes.
* Have ultimate responsibility for all correspondence, presentations, internal and external reviews, responses to information requests and reporting actioned/delivered by the Hub.
* Provide strategic input into the planning and coordination of key meetings, or other events.
* Ensure compliance with processes risk management and governance requirements, and other applicable legislative requirements for the Hub.
* Develop impact pathways, strategic and operational plans for the Hub.
* Support a customer service culture that enables the Hub to deliver high standards of advice and fosters innovative problem solving, agile and timely responsiveness, continuous improvement towards best practice, knowledge sharing, and accountability.
* Maintain confidentiality in relation to commercially sensitive information (including intellectual property) of CSIRO and/or research or commercial partners and stakeholders.
* 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.
* 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:**

1. **Teamwork and Collaboration:** Creates and fosters an environment in which there is a high level of cooperation within and between teams. Facilitates positive team relationships to build organisational interaction across CSIRO.
2. **Influence and Communication:** Uses complex influencing strategies, for example, assembling strategic coalitions, building behind the scenes support and the tactical use of information to gain support.
3. **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 and understanding through integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
4. **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.
5. **Independence:** Commits significant resources in the face of uncertainty and takes calculated risks to improve performance and achieve challenging goals. Uses personal energy to drive change strategies. Formulates and implements contingency plans to minimise the impact of potential risks. Accepts personal responsibility for the outcomes of decisions/risks taken.
6. **Adaptability:**Is flexible in response to external change or when faced with external constraints. Identifies and promotes the opportunities arising as a result of change.
7. **Policy, planning and vision:** Contributes to or defines Business Unit / organisational policy directions, strategic planning and operationalises the vision for staff and gains commitment to the direction chosen. Plans, seeks, allocates resources and monitors to achieve outcomes. Adopts a mentor role.
8. **High level technical and organisational problem solving**:  Resolves major conceptual scientific, technical, commercial or management problems, which have a significant impact upon the field of research, professional function, the Business Unit or the Organisation. Situations faced have little or no precedent and require original concepts and approaches.

## **Selection Criteria**

#### Essential

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

1. Experience in working with Federal Government in a trusted advisor role and a deep understanding of the workings of Government in relation to research services and IP.
2. Demonstrated ability in identifying and influencing critical stakeholders (internally and externally) to proactively identify, build and develop a portfolio of commercial relationships; and to build and develop key strategic relationships to support delivery of strategic objectives of the Hub.
3. Excellent written and oral communication skills, evidenced by superior reporting, presentation and negotiation abilities.
4. A demonstrated ability to work independently and to formulate and execute engagement strategies leading to industry involvement and collaboration.
5. Able to build a high performing team and provide coaching and development opportunities. Build a collaborative team that delivers high standards in service delivery as well as technical output. A proven ability to hold a team accountable to specified results, as well as creating a culture that fosters innovative problem solving, continuous improvement and knowledge sharing.
6. Strong influencing skills and an ability to manage change effectively.
7. Significant experience in leadership roles and excellent interpersonal skills.
8. Demonstrated experience in successful project management, including planning, governance, engagement, monitoring and reporting, to meet or exceed specified outcomes and timeframes.
9. Relevant degree and technical experience in conjunction with senior advisory and leadership role.

## **Desirable**

1. Existing relationships with key industry bodies represented across the critical minerals sectors.
2. Experience in brand/reputation development (ie Hub to become national expert/centre of excellence around critical minerals).

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.

## **About CSIRO:**

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

Find out more about CSIRO [Australian Critical Minerals R&D Hub](https://www.csiro.au/en/news/News-releases/2022/National-Critical-Minerals-Research-and-Development-Centre)

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