# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Senior R&D Hub Coordinator |
| Job Reference | 86971 |
| Tenure | Specified Term of 3 Years, Full-time |
| Salary Range | AU$121,455 to AU$142,321 pa (pro-rata for part-time) + 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/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Critical Minerals R&D Hub Manager |
| Client Focus – Internal | 20% |
| Client Focus – External | 80% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Louise Fisher via email louise.fisher@csiro.au or phone +61 8 6436 8664 |
| 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 Senior R&D Hub Coordinator will provide high-level support and advice to the Hub Manager and will be responsible for undertaking and/or facilitating the day to day administration, external engagement and coordination activities for the Hub.

The Senior R&D Hub Coordinator will need to work with the Hub team to direct and track the implementation of the Hub 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 Centre Operations Group and/or Steering Committee) and externally (for example, Senate estimates). The Senior R&D Hub Coordinator will be required to synthesise information from a range of sources to deliver accurate information to the Hub Manager that will meet the needs of a range of audiences.

The Senior R&D Hub Coordinator will be required to work independently with limited supervision and direction and will require initiative and the ability to problem solve. This will include using their internal networks to seek appropriate assistance.

### Duties and Key Result Areas:

* Provide high level support and advice to the Hub Manager on issues and interactions with key stakeholders and external parties.
* Provide timely input and feedback concerning the management of Hub projects. Liaise directly with those conducting research projects funded through the Hub. Take responsibility for communication flow in project reporting and promote the most efficient expenditure of public funds to attain the Hub’s goals.
* Identify emerging and unforeseen issues requiring Hub Manager intervention (project delivery, stakeholder relationships, internal conflict and cultural challenges) and coordinate or develop appropriate responses.
* Identify inefficiencies within internal management processes and design and implement change.
* Prioritise issues for the Hub Manager’s attention and prepare briefing notes/reports to facilitate effective action and information sharing.
* Prepare and review correspondence, presentations and reports that deal with complex or sensitive matters.
* Coordinate internal and external reviews, responses to information requests, reporting requirements and project manage sensitive or complex activities. Plan and coordinate key meetings, or other events, with the support of the Stakeholder Engagement Manager.
* Coordinate compliance with processes risk management and governance requirements, and other applicable legislative requirements.
* Support the Hub Manager in the preparation of impact pathways, strategic and operational plans for the Hub.
* With input from the Hub Manager, coordinate effective communication within and about the Hub.
* Maintaining 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:**

* **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. Excellent written communication skills, showing evidence of ability to formulate and prepare a wide range of strategic and government communications including complex reports, analyses, plans and briefings.
2. Strong influencing skills and the ability to coach other staff, including an ability to manage change effectively.
3. A confident and pro-active approach with the ability to work effectively in a dynamic team environment and collaborate widely, both internally and externally.
4. Strong analytical skills with a proven ability to investigate underlying issues of complex and ill-defined problems and develop appropriate responses through abstract thinking and using creative solutions.
5. Excellent organisational skills with a demonstrated ability to independently manage competing complex demands; establish or renegotiate priorities; and meet deadlines, including the ability to effectively adapt in ambiguous, urgent and/or complex situations where information is incomplete or not available*.*
6. Ability to identify and implement improvements and efficiencies in internal processes and procedures.
7. Demonstrated experience in successful project management, including planning, governance, engagement, monitoring and reporting, to meet or exceed specified outcomes and timeframes.
8. Experience working in a scientific organisation and/or able to coordinate and distil complex information from a range of disciplines.

## **Desirable:**

1. A degree and/or experience in a relevant discipline, such as business management, science, engineering.

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