# Position Details

## Research Scientist/Engineer- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Stakeholder Engagement Manager |
| Job Reference | 86981 |
| Tenure | Specified Term of 3 Years, Full-time |
| Salary Range | AU$105,806 to AU$114,500 per annum (pro-rata for part-time) plus 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 | Australian 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 at [Louise.Fisher@csiro.au](mailto: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 Stakeholder Engagement Manager will assist the Senior R&D Hub Coordinator to provide high-level support and advice to the Hub Manager on all matters involved in the day-to-day administration, external engagement and coordination activities of the Centre.

The position is expected to coordinate with and support the National Facilitator to organise and facilitate industry and other stakeholder engagement activities, including round tables and working groups.

### 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 communications and stakeholder engagement support including production and curation of materials for the Hub’s online presence, public-facing reports, etc.
* Organise collaborative forums, including round tables and industry working groups.
* Be one of the first points of contact for external parties (i.e. industry, industry bodies) seeking to engage with the Hub.
* Support the Hub Manager in the preparation of impact pathways, strategic and operational plans for the Hub.
* 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:**

* **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:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.
* **Resource Management/Leadership:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
* **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

## **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. A confident and pro-active approach with the ability to work effectively in a dynamic team environment and collaborate widely, both internally and externally.
3. 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.
4. 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*.*
5. Ability to identify and implement improvements and efficiencies in internal processes and procedures.
6. Demonstrated experience in successful project management, including planning, governance, engagement, monitoring and reporting, to meet or exceed specified outcomes and timeframes.
7. 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, or science communication.

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