# Position Details

## General Management – CSOF7

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| The following information is for applicants | |
| Advertised Job Title | Senior Executive Advisor – DNFC |
| Job Reference | 86067 |
| Tenure | Negotiable Term of up to 2 years |
| Salary Range | Minimum of CSOF7 |
| Location(s) | Negotiable |
| Relocation Assistance | Relocation would not be required. |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Executive Director |
| Client Focus – Internal | 70% |
| Client Focus – External | 30% |
| Security Clearance | Willing and able to apply for Negative Vetting 1 |
| Enquire about this job | Contact Nicole Poole at [nicole.poole@csiro.au](mailto:nicole.poole@csiro.au) or +61 2 9490 6518 |
| 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. |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas 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

The new role of Senior Executive Advisor – Digital, National Facilities and Collections (DNFC) has been created to fill a critically important role within the office of the Executive Director (ED) DNFC, working closely with their office and CSIRO Leadership Team reports. The SEA will leverage their research or enterprise expertise to support the Executive Director by aiding with strategic projects, planning, stakeholder engagement activities, and development of opportunities/solutions.

The SEA will develop a strong understanding of the sector’s sensitivities, customers, and team members who make it all work. The successful candidate will provide leadership of special ED initiated projects, will be highly collaborative, and will develop concepts and plans on behalf of the ED. This role works in conjunction with other team members, Executive Officer and Executive Assistant, who will continue to lead the administrative, planning and compliance activities within the office. By assisting with key tasks, they make room for the ED to spend more time on strategy and engagement issues.

In the first instance the focus of this role within DNFC will be to provide strategic support to the ED with:

* Progressing CSIRO’s Digital Strategy to a more mature stage.
* Stakeholder engagement and project management associated with Safe & Secure Australia challenge area in the CSIRO Corporate Plan.
* DNFC sector projects which require research and scanning of the external environment and contribution to strategy development.

This role is required to balance both tactical administrative and highly strategic and sensitive priorities, as well as a willingness to plan an active, behind-the-scenes role. The role requires a highly committed and resourceful individual with strong emotional intelligence, self-motivation, and strong analytical skills. A pro-active and collaborative approach is essential.

### Duties and Key Result Areas

**Leadership and management**

* The SEA operates at a tactical, strategic, and operational level. They have a broad knowledge of CSIRO’s capability, industry needs and government policy, understand the political, social and organisational environment, and organisational objectives
* Provide high-level strategic advice concerning Business Unit and/or organisational issues which influences the Organisation and/or Government decisions
* With the Executive Officer monitor strategic initiatives in the ED’s area by monitoring progress towards meeting goals and ensuring follow-through and sustaining momentum needed to drive these initiatives.
* Key meeting preparation and facilitation – work closely with the ED’s Executive Officer/Executive Assistant to remain appraised of/scheduling upcoming commitments.

**Engagement and Partnerships**

* Develop and maintain internal relationships with leaders to ensure trusted collaboration on issues for the ED.
* Work collaboratively as part of a multi-disciplinary, regionally dispersed team to carry out tasks in support of CSIRO scientific objectives.
* Contribute to cross-functional taskforces, and committees as required.

**Communication**

* Represent CSIRO’s interests at external forums, advocate CSIRO’s position with government bodies and secure network support for CSIRO’s preferred position.
* 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.
* Accurately reflect the ED’s position in internal meetings to help drive understanding of their views, though the role does not entail devolved responsibility to act for the ED unless specified.
* Development of draft communication on behalf of the ED and/or research in support of these. Typically, this would be limited to complex communications requiring enhanced research or highly nuanced positioning of messaging.

**Leadership of Special Projects**

* Scope, plan and execute multiple, often quick-turnaround projects with minimal outside assistance.
* Present ideas for special projects that might facilitate the ED’s objectives working with a long-term perspective when considering solutions.
* Work with appropriate stakeholders, to undertake analysis and present findings to ED, Executive Team and/or Board, as appropriate.

#### Personal Effectiveness:

* Maintaining and promoting organisational, social and ethical standards and values in the context of internal and external business activities.
* Acting decisively to tackle difficult problems; persevering in the face of problems; and leading unpopular though necessary actions.
* Understanding and mastering one’s own emotions (and those of others) in a way that instils confidence.
* Strong interpersonal, communication and presentation skills with the presence and influence to build top level relationships with government, industry and the international scientific research community.
* Poise, grace under pressure and diplomacy.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. A track record of professional work, either research or enterprise leadership, in an area relevant to the Executive Directors sector and it’s stakeholders.
2. Highly developed strategic leadership skills with the ability to contribute to and drive strategic directions and gain the commitment of staff and key stakeholders.
3. Proven capability and successful track record in developing and maintaining collaborative relationships (externally and internally) including demonstrated flexible and consultative decision-making.
4. Demonstrated record of success as a high energy, growth-oriented leader with a collaborative style and systematic management skills.
5. Proven management of key strategic projects with the ability to multitask, prioritisation, troubleshooting, reporting and highly developed organisational and time management skills.
6. Demonstrated ability to undertake complex problem solving and understanding of decision-making frameworks. Demonstrated experience in assisting senior executives to recognise and define the real problems and facilitate solutions.
7. Demonstrated high level of tactical and strategic communications experiences both within and external to the organisation.
8. Ability to coordinate stakeholders to achieve results. For instance, to coordinate CSIRO and Department representatives on new project proposals (NPPs).

## **Required Competencies**

* **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.
* **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.
* **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.
* **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:** 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.
* **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.

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 Clearance or equivalent. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* **The successful candidate will be required to obtain and maintain a security clearance at Baseline level and may be required to obtain and maintain a security clearance at Negative Vetting 1.**

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We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) for more information.

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