# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Diversity and Inclusion Manager – Space and Astronomy |
| Job Reference | 84780 |
| Tenure | Specified term of 3 years  Full-time, job-share or part-time (minimum 0.6 FTE) |
| Salary Range | AU$117k to AU$138k pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Kensington (Perth) WA, Marsfield (Sydney) NSW, Tidbinbilla (Canberra) ACT, Parkes (NSW), Narrabri (NSW), Geraldton (WA) |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens or Permanent Residents * New Zealand Citizens * Australian temporary residents with the right to work for the expected duration of the term (at least to end of July, 2025), with no requirement for sponsorship. |
| Position reports to the | Space and Astronomy Director’s Office |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Kate Callaghan via email: [Kate.Callaghan@csiro.au](mailto:Kate.Callaghan@csiro.au) or phone 02 9372 4415 |
| 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 CSIRO Space and Astronomy (S&A) Business Unit (BU) acknowledges the importance of diversity and the need to create an inclusive workplace for all. The Diversity and Inclusion (D&I) Manager will lead the development and implementation of a D&I Strategy for the BU, advise the S&A Executive, provide guidance to managers and staff, and advocate at the corporate level and in external communities. This new role will be responsible for continuing the development of an inclusive culture and driving positive change.

### Duties and Key Result Areas

* Lead the development and implementation of S&A D&I strategy, aligned with CSIRO and BU priorities. Specifically:
  + Lead, support, and develop D&I initiatives and projects.
  + Develop and manage the tracking of BU D&I progress (e.g., setting KPIs) and lead a S&A Silver Pleiades Award nomination in 2022.
  + Review and improve BU processes and policies to ensure they are fair and equitable with priority placed on previously identified areas (i.e., recruitment and career development/progression).
  + Lead and manage the S&A D&I Committee.
  + Identify, develop, and deliver training across the BU.
  + Coordinate the BU’s implementation of CSIRO-wide initiatives (e.g., Reconciliation Action Plan and Disability Action Plan).
  + Use awareness of Government policies around D&I to guide strategy development.
  + Present progress updates to BU staff, Australia Telescope User Committee, Australia Telescope National Facility Steering Committee, and any other relevant CSIRO committees or groups, as required.
* Support the S&A Exec as the D&I subject matter expert and provide specialist advice, training, and risk management to support actions and improvements across the BU. Specifically:
  + Proactively develop and maintain relationships with the S&A Executive to influence BU strategy and decision making to be more inclusive.
  + Attend and report at relevant leadership meetings.
* Identify and manage support resources including existing D&I Coordinators.
* Create and manage the D&I budget, and seek external funding sources where appropriate.
* Model inclusive leadership behaviours in the workplace.
* Develop connections and advocate for the best interests of the BU at the corporate level. Specifically:
  + Partner with CSIRO CD&I team in support of CSIRO-wide Diversity, Inclusion & Belonging (DI&B) strategy and serve as the S&A representative on the CSIRO DI&B Council.
* Establish and/or build relationships with relevant national and international networks, communities and peak bodies.
* Represent S&A at relevant external meetings or conferences.
* 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, regionally dispersed business unit to carry out tasks in support of CSIRO’s diversity, inclusion and scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. Demonstrated understanding of D&I principles and practices relating to the creation of an inclusive workforce.
2. Demonstrated change management skills and experience, within a large and complexorganisation.
3. Proven ability to work effectively as an integral member and leader of a team and foster an environment in which there is a high level of collaboration.
4. A history of effective communication, including strong interpersonal skills and a proven ability to build ongoing relationships at all levels and across boundaries.
5. Demonstrated ability to effectively manage and prioritise multiple competing demands, and the required judgement to escalate issues as appropriate.

## **Desirable:**

1. Training and experience in project management.
2. Strong knowledge of culture, procedures and processes within the environment of a government agency.
3. A practical understanding of Astronomy and Space communities.

## **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.

Special 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.
* Interstate travel may be required; up to approximately 10 trips per annum.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [Space and Astronomy](https://www.csiro.au/en/Research/Astronomy) 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