# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Senior Strategy Advisor |
| Job Reference | 86412 |
| Tenure | Specified term of 3 years  Full-time |
| Salary Range | AU$102k - AU$111 k plus up to 15.4% superannuation |
| Location(s) | Location flexible: Canberra, Melbourne, Sydney, Brisbane 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 | Executive Manager, Strategy Planning, and Insights |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Kathy Dunn via email at [Kathy.Dunn@csiro.au](mailto:Kathy.Dunn@csiro.au) or Rohit Gupta via email at [Rohit.Gupta@csiro.au](mailto:Rohit.Gupta@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. |

**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

CSIRO’s vision is to create a better future for Australia by solving the greatest challenges through innovative science and technology. As the world turned to science in the face of a global pandemic, the role of science has broadened, and this presents a critical and exciting time for CSIRO. As the national science agency, CSIRO is helping lead Australia to a bold, technology-led recovery with a visionary strategy and program of missions that will boost the country’s innovation performance and drive our economy and our lives forward towards a more innovative and resilient Australia.

The Senior Strategy Advisor will play a pivotal role in CSIRO’s Strategy team by supporting the development of strategy at an enterprise level, underlying key organisational priorities, and applying top-down thinking to identify and scope the strategic initiatives and investments to deliver on the same.

The role will require a passionate boundary spanner with the capacity to develop and support cross-functional teams (and external networks) to explore, plan, design, and operationalise enterprise level and priority area strategies. Through collaboration across boundaries, frameworks and analytical support, the Senior Strategy Advisor will be responsible for informing strategy and investment decision-making processes and delivering transformational change across the organisation.

### Duties and Key Result Areas

* Support the team in working with CSIRO leaders to develop evidence-based enterprise strategies through exceptional project management, including:
  + Gathering, analysing, and synthesising internal and external data to determine market trends and organisational capability and needs
  + Facilitating workshop and consultations with research scientists across the organisation to identify market opportunities, challenges, and priorities and co-design solutions
  + Actively support senior organisational leaders to develop strategic plans that align with organisational goals, policies, and procedures
* Continuously review, improve, and manage our annual strategic planning and investment decision making cycle to ensure enterprise strategy and aspirations are tracked, managed, and reported effectively
* Develop high quality presentations and reports, including Executive Team and Board papers, submissions and other written or presentation materials
* Demonstrate exceptional interpersonal and communication skills to be a trusted and effective influencer of senior thought leaders within the organisation
* 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.

**Selection Criteria**

#### Essential

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

1. Bachelor’s degree in a relevant discipline with 3-5+ years’ experience across disciplines, preferably in a professional services consulting firm or in corporate strategy
2. Demonstrated high level ability to lead and develop strategy and planning processes including structured problem solving in line with organisational needs.
3. Demonstrated success in managing complex high-profile projects with multiple workstreams, extensive and diverse stakeholders, and tight deadlines. Proven ability to adapt to changing contexts and deliver results in an environment of high ambiguity and complexity
4. Demonstrated ability to provide high-level strategic analysis on complex topics, recognise opportunities and provide clear and concise insights to support strategic decision-making and ensure competitive advantage across a national and global market.
5. Strong oral and written communication, interpersonal, negotiation and representational skills, with demonstrated ability to build and manage stakeholder relationships across diverse teams and large organisations

## **Desirable:**

1. Experience working with or within a science research agency and/or experience developing strategy and initiating multidisciplinary, cross-business projects in a research environment
2. Experience in a top-tier management consulting firm or a post-graduate degree in science and technology or business administration field.

## **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:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
* **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.

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. 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