# Position Details

## Administrative Services – CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Performance Manager |
| Job Reference | 88804 |
| Tenure | Indefinite, Full-time. |
| Salary Range | AU$117,917 to AU$138,176 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Brisbane, Melbourne, or Canberra preferred, other locations negotiable |
| 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, Performance & Evaluation, Strategy Group |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 3-4 |
| Enquire about this job | Contact Anne-Maree Dowd via email at [Anne-Maree.Dowd@csiro.au](mailto:Anne-Maree.Dowd@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. |

### Role Overview

The Corporate Performance and Evaluation (P&E) Team provides and supports an integrated and effective approach to planning, performance and analytical insights that demonstrates and maximises CSIRO’s impact, science quality, and innovation capacity.

The Performance Manager will play a significant role in co-ordinating and consolidating data, methods and reporting across several portfolio areas of CSIRO (e.g., science, infrastructure, services and enterprise support), with a view to working collaboratively to drive the performance maturity of the organisation.

### Duties and Key Result Areas:

* Deliver an integrated, insightful, and leading practice performance framework that provides timely information to decision makers and complies with *Public Governance, Performance and Accountability Act (2013)* and Rule.
* Manage and deliver high quality inputs and outputs such as the Annual Report, strategic initiative reporting, briefs for annual performance and investment reviews, Board and Executive Team papers, as well as manage all external and ad hoc performance requests (e.g., Minister or Departmental enquiries, Senate Estimates briefs and questions on notice, Productivity Commission and Australian Bureau of Statistics templates, Chief Executive, CSIRO Leadership Team).
* Contribute to other strategic level documents, such as the Corporate Plan and Portfolio Budget Statements.
* Be proactive and innovative in your approach to data collection, methodologies, and presentation to help drive the organisation’s performance maturity.
* Lead benchmarking activities, especially with our international peers.
* Develop and improve team processes, procedures, and systems to ensure faster, better, and more robust service quality to the organisation.
* Establish networks across CSIRO and with other performance professionals across the public and private sectors to ensure that the service provided continues to add value and deliver training to clients and team members on procedural issues or systems developments.
* Maintain accurate records, safeguarding the confidentiality of information.
* 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, often regionally dispersed research team and business unit, to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm 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 other professional colleagues external to CSIRO.
* **Influence and Communication:** Uses knowledge of stakeholder’s priorities and adapts reports, 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.
* **Judgment and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate responses 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 the 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. Relevant diploma/bachelor’s degree in relevant disciplines (e.g., business, accounting, human resources, public administration or economics) or relevant work experience.
2. 8 + years experience in a similar performance role.
3. Direct experience and relevant skills in:
   * Performance planning, management, and reporting.
   * Data collection and analytics, both quantitative and qualitative.
   * Managing relationships and ensuring deliverables are met on time and on budget.
4. Demonstrated proficiency in MS Office (Word, Outlook, and Excel in particular) and the ability to prepare summaries including tables, graphs, and charts to a high-quality standard.

## **Desirable:**

1. Lead the embedding of a performance framework or capacity building initiative that supported a maturity shift across an organisation.

Special Requirements

1. If an external recruitment, a National Police Check or the willingness and ability to gain them.
2. Current Australian Driver’s Licence and the ability to travel locally and interstate on occasion.
3. Personality testing (if applicable)

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!