# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Strategy Manager |
| Job Reference | 91031 |
| Tenure | Specified term of 3 years  Full-time |
| Salary Range | AU$121,455 - AU$142,321 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 Bhawna Singh via email at [Bhawna.Singh@csiro.au](mailto:Bhawna.Singh@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

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 Strategy Manager 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. The role will also require a strong project management capability with ability to manage large, high-profile projects with multiple workstreams in a complex internal and external stakeholder environment. Through collaboration across boundaries, frameworks and analytical support, the Strategy Manager will be responsible for informing strategy and investment decision-making processes and delivering transformational change across the organisation.

### Duties and Key Results Areas

* Work with CSIRO leaders to develop evidence-based enterprise strategies through exceptional project management, including:
  + Managing complex strategy projects from initiation to completion by developing detailed project plans, implementing along strict timelines, sourcing input from diverse contributors, integrating feedback from senior stakeholders, and achieving executive endorsement
  + 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
* Lead strategic change programs by developing work plans, ensuring effective team performance, developing team members, and influencing internal and external stakeholders to achieve function goals
* 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.

## **Required Competencies:**

1. **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.
2. **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.
3. **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.
4. **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.
5. **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.
6. **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

## **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 5+years’ experience across disciplines, preferably in a professional services consulting firm or in corporate strategy
2. 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
3. Familiar with the strategy to execution lifecycle, with experience in leading or delivering elements of the lifecycle, including program and project management experience – designing, planning, and budgeting, monitoring, and reporting.
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. Exceptional 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

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/)!