Position Details

 Administrative Services- CSOF5

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| THE FOLLOWING INFORMATION IS FOR APPLICANTS |
| **Advertised Job Title** | Missions Innovation Portfolio Analyst |
| **Job Reference** | 94405 |
| **Tenure** | Specified Term, Full-time |
| **Salary Range** | AU$105,806 – AU$114,500 per annum plus up to 15.4% superannuation |
| **Location(s)** | * Negotiable – Canberra, Sydney, Newcastle, Melbourne, Brisbane
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| **Relocation Assistance** | Will be provided to the successful candidate if required |
| **Applications are open to** | Australian/New Zealand Citizens and Australian Permanent Residents |
| **Position reports to the** | Executive Manager, Missions Innovation, Strategy & Design |
| **Client Focus – Internal** | 80% |
| **Client Focus – External** | 20% |
| **Number of Direct Reports** | 0 |
| **Enquire about this job** | Contact Amelia Olsen-Boyd amelia.olsen-boyd@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 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).

**Child Safety**

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](https://www.csiro.au/en/about/policies/child-safe-policy).

**Role Overview**

* Can you support transformational change and impact?
* Want to help create an environment that encourages new ideas and supports emerging skills?
* Join CSIRO Growth today and help us solves Australia's greatest challenges!

CSIRO has embarked on a program to scale its mission-directed research activities to accelerate our capacity to solve the greatest challenges at scale through collaborative programs enabled by investments in digital, future science and tech, data and our people.

These major scientific and collaborative research programs are aimed at making significant breakthroughs in solving national challenges such as sustainable energy and resources, resilient and valuable environments, health and wellbeing, food security and quality, future industries and a secure Australia and region.

To deliver on this mandate, CSIRO has established the Strategic Delivery Group, which encompasses the [Missions Program](https://www.csiro.au/en/about/challenges-missions) and innovation programs and support functions. Strategic Delivery is a centre of best practice for initiative design, integrated insights and analysis, performance and implementation coordination.

Strategic Delivery Group is seeking an Innovation Portfolio Analyst to support the Executive Manager, Mission Innovation, Strategy & Design in providing performance insights to cross-disciplinary mission teams and CSIRO leadership that will enable Missions to deliver the transparency, accountability and design improvement necessary to achieve their ambitious impact objectives.

The role requires an individual with commitment to supporting impact for national benefit, the ability to proactively devise new support processes, a collaborative approach and a high tolerance for ambiguity and novel practices.

### **Duties and Key Result Areas:**

* Review international best practice in innovation portfolio management and contribute key insights to the development of a portfolio performance framework that is underpinned by mission-oriented innovation theory of change.
* Support mission teams to revise their performance frameworks, including indicators and targets to ensure they’re properly responsive to mission-oriented theory of change
* Contribute to the ongoing monitoring and evaluation of performance of individual Missions and the portfolio as a whole.
* Develop primary data collection tools (e.g., surveys, questionnaires, semi structured interview guides, etc.) and support for implementation (e.g., training enumerators, developing sampling methodology, mentoring partners, etc.), primary data cleaning, analysis and reporting protocols
* Work closely with other members of the Missions Program Office to ensure that performance insights are effectively informing ongoing program design improvement.
* Contribute to enterprise reporting requirements as necessary
* Contribute to ongoing learning within the Missions program office by keeping up to date with international best practice.
* Actively participate in communities of practice within CSIRO and advocate for the Missions program.

## Selection Criteria

#### **Essential**

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

1. Relevant tertiary qualifications and/or experience in a relevant area such as research/ innovation planning and portfolio/program analysis.
2. Demonstrated experience in innovation portfolio analysis or management
3. Demonstrated ability to develop, implement and continuously improve new performance or business intelligence systems
4. Ability to provide high-level strategic analysis on existing operations, recognise opportunities, and provide high-quality guidance in a complex organisation.
5. A history of delivering results in an environment of high ambiguity and supporting multiple initiatives across a large complex organisation.
6. Exceptional oral and written communication, interpersonal, negotiation and representational skills, including experience working across diverse teams and large organisations.
7. Proven project management, decision-making and problem-solving skills with the ability to multi-task, produce rapid results and remain composed under pressure.

**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

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