# Position Details

## Administrative Services- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Strategy Consultant |
| Job Reference | 95105 |
| Tenure | Term of 3 years  Full-time |
| Salary Range | AU$68,148 to AU$86,733 per annum plus up to 15.4% superannuation |
| Location(s) | Melbourne or Sydney |
| Relocation Assistance | Not applicable |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents * Australian Temporary Residents currently residing in Australia with full work rights for the term (at least until the end of 2025), without the requirement of sponsorship from CSIRO |
| The position reports to the | Manager, CSIRO Futures |
| Client Focus – Internal | 20% |
| Client Focus – External | 80% |
| Number of Direct Reports | 0 |
| Enquire about this job | Brook Reynolds via email at [brook.reynolds@csiro.au](mailto:brook.reynolds@csiro.au)  *Please do not email your application directly to Brook Reynolds. Applications received via this method will not be considered.* |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants, please apply via **Jobs Central**  If you need help 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 we live and work in 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 well-being 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).

**CSIRO Futures**

### ‘CSIRO Futures’ is CSIRO’s strategic and economic advisory arm and a trusted advisor to external private and public sector entities.

### Work on globally impactful challenges – We work with forward-thinking industry and government customers to tackle the world’s most critical challenges, including energy transition, sustainable food production and resilient healthcare systems.

### Unparalleled access to scientific expertise – CSIRO sits at the cutting edge of science and technology. CSIRO Futures has direct access to over 5,000 world-leading researchers and technologists to ensure our insights are deeper and more evidence-based than other consultancies.

### Innovate for Australia’s future – We draw on our extensive consulting and economic analysis capabilities to identify growth opportunities in existing and emerging industries and develop strategies for how Australia can pursue them.

### Professional development – Beyond CSIRO’s commitment to dedicated learning and development days, the complex and multi-stakeholder nature of CSIRO Futures projects provides significant senior leadership and management experience compared to other consultancies

### Flexible working arrangements – Our team offers a variety of flexible working arrangements, including working from home.

### Role Overview

This entry-level position will be vital in delivering market research, analysis, and consultation assistance. Typical projects will focus on understanding the opportunities and challenges presented by major economic, environmental, social, and technological trends in a particular industry sector and how science, technology and innovation can assist in unlocking these opportunities.

### Duties and Key Result Areas

* Gather, understand, analyse, and synthesise large amounts of information from disparate sources into logical, robust quantitative and qualitative insights and conclusions.
* Extract information from client and industry workshops and interviews.
* Provide detailed, accurate information/reports based on solid quantitative and qualitative evidence.
* Generate improved solutions to complex problems and resolve complaints using creativity, reasoning, and experience.
* Actively develop a working knowledge across CSIRO’s science and technology domains.
* Undertake a range of administrative tasks per established procedures.
* Look for opportunities to generate improved solutions in work situations, try creative ways to deal with routine problems and opportunities, and exercise initiative when applying established procedures.
* Communicate openly, effectively, and respectfully with all staff, clients, and suppliers in the interests of good business practice, collaboration and enhancing CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary, often regionally dispersed research team and business unit to carry out tasks supporting CSIRO’s scientific objectives.
* 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. A tertiary qualification in Science, Engineering, Business, Finance, Economics, or a related field with a significant analytical/technical component.
2. Strong market research skills with the ability to gather, evaluate, analyse, and synthesise a broad range of technical information, both qualitative and quantitative.
3. Experience developing robust insights and communicating them through written deliverables.
4. Excellent interpersonal and oral communication skills.
5. Demonstrated interest in science and technology.
6. Working effectively in a team environment, proactively collaborating and consulting with internal and external stakeholders.
7. Competency in using Microsoft Word, Excel, and PowerPoint.

## **Desirable**

1. Experience generating quality client-facing written reports and deliverables in a professional capacity (e.g., professional services firm or similar) to inform senior corporate and government decision-making.
2. Experience analysing new technologies, developing technology strategies or roadmaps, or explaining the benefits of technology in business terms.
3. Qualifications or experience in a combination of scientific or engineering discipline and a business, finance, or economics-related field.

## **Required Competencies**

* **Teamwork and Collaboration:** Proactively seeks and considers the ideas and opinions of others from within and outside the team to help form decisions, plans or actions.
* **Influence and Communication:** Puts forward ideas by presenting factual information supported by data, definitions, examples, illustrations or other aids, which will assist in conveying meaning.
* **Resource Management/Leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
* **Judgement and Problem Solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
* **Independence:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **Adaptability:**Willingness to change ideas or perceptions based on new information, contrary evidence or other people's points of view. Prepared to try out different approaches.

Special Requirements

Appointment to this role is subject to the provision of a pre-employment background check and may be subject to other security/medical/character clearance requirements.

* The successful candidate will undertake a pre-employment background check. Please note that individuals 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/) and [CSIRO Services](https://www.csiro.au/en/work-with-us/services) for more information.

CSIRO is a values-based organisation.  In your application and at the interview, you will need to demonstrate behaviours aligned with our values of:

* People First
* Further Together
* Making it Real
* Trusted