# Position Details

## General Management – CSOF7

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| The following information is for applicants |
| Advertised Job Title | Digital Portfolio Governance Lead |
| Job Reference | 95619 |
| Tenure | Specified term of 2 years, Full-time |
| Salary Range |  $146,207 - $161,767 per annum (pro-rata for part-time) plus up to 15.4% superannuation |
| Location(s) | Perth WA, Melbourne VIC, Sydney NSW, Brisbane QLD, or Canberra ACT |
| Relocation Assistance | N/A |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Chief Digital Officer |
| Client Focus – Internal | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | 1 |
| Enquire about this job | Contact Rebecca Ostergaard via email at rebecca.ostergaarde@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

The Digital Office (DO) is a newly created business unit under the leadership of the Chief Digital Officer. The DO’s purpose is to drive CSIRO’s digital and data capabilities to maximise CSIRO’s impact and value. The DO is responsible for uplifting the governance frameworks, processes, and practices which ensure effective delivery of CSIRO’s investments in strategic digital programs (the digital portfolio). The governing body for the digital portfolio is the recently established Digital Steering Committee, supported by several Program Boards.

The DO is establishing a Digital Portfolio Management Office (DPMO) to support the effective functioning of the Digital Steering Committee and its Program Boards, to facilitate effective cross-program information sharing and visibility, champion a digital transformation agenda on behalf of the organisation, and ensure programs deliver their intended business value as aligned to CSIRO’s strategy and goals.

The Digital Portfolio/Program Governance Lead will lead the DPMO, managing the governance structure and implementing practices and processes which support effective governance of the digital portfolio. They will play a key role in supporting the Digital Steering Committee to carry out its responsibilities and will lead the organisation to mature its digital portfolio practices on an ongoing basis.

The programs comprising the digital portfolio span multiple business units and teams, so a strong ability to build trust, influence diverse stakeholders, and negotiate complex scenarios will be key to success. As CSIRO's portfolio governance leader, you will champion transparency, open communication, and inclusive decision-making, strengthening our reputation as a reliable, responsive, and innovative partner.

### Duties and Key Result Areas

**Governance structure, processes and practices**

* Under broad guidance, be the custodian of the digital portfolio governance structure, including the development and implementation of its framework, processes and practices.
* Be responsible for ensuring the DPMO provides effective secretariat services to the Digital Steering Committee and its Program Boards.
* Ensure best practice reporting processes are in place for program progress, risks, issues, and outcomes which support improved decision-making by the Steering Committee and its Boards.
* Manage the use of a prioritisation framework that supports effective decision-making about investment choices by the Digital Steering Committee.
* Own the use of the DO’s Portfolio Management tooling, including collaborating with stakeholders to ensure adoption and best practice use.

**Portfolio performance**

* Collaborate closely with program leads and other stakeholders, such as the Strategy Office, to ensure metrics are fit-for-purpose measures of program success.
* Track the health of the entire portfolio and analyse portfolio metrics and outcomes to support decision-making and prioritisation by the Digital Steering Committee.
* Provide support to the Digital Steering Committee and CDO by offering insights and recommendations based on the overall health and direction of the portfolio.

**Continuous Improvement**

* Regularly review and enhance the portfolio governance structure, processes and practices to optimise efficiency, effectiveness and stakeholder satisfaction.
* Introduce new perspectives/directions to address long-standing organisation-wide problems and recommend improvements which enhance governance practices.

**Collaboration and stakeholder management**

* Develop and maintain collaborative and produtive relationships with program managers, directors, sponsor, the EPMO and other stakeholder to facilitate DPO operations and support the effective functioning of the Digital Steering Committee and its Program Boards.
* Negotiate and influence across senior-level stakeholders to generate buy-in and support for the governance structure and new processes.
* 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.

#### Portfolio governance leadership

* Be a visible leader who champions the benefits of good governance and leads the organisation to mature its portfolio governance practices.
* Provide ongoing support to program teams to support their use of the governance processes and practices.

**Other**

* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. Relevant experience (4+ years) in managing a high-value digital portfolio and associated governance frameworks in a PMO in a large, complex organisation.
2. Experience in developing and implementing digital portfolio governance processes and procedures.
3. Excellent analytical, problem-solving, and decision-making skills.
4. Strong communication and collaboration skills to work effectively with cross-functional teams and senior stakeholders.
5. Ability to negotiate, influence and generate buy-in for change, and a record of strong leadership that has contributed to or defined new practices and processes.
6. Ability to promote the benefits of good governance and support stakeholders to mature governance practices.
7. A tertiary qualification (or equivalent professional experience) in information technology, program management, or a related field.

## **Desirable**

1. Experience managing a portfolio of work in a government or research environment.
2. Industry recognised certification (e.g. MoP)

## **Required Competencies**

* **Teamwork and Collaboration:** Creates and fosters an environment in which there is a high level of cooperation within and between teams. Facilitates positive team relationships to build organisational interaction across CSIRO.
* **Influence and Communication:** Uses complex influencing strategies, for example, assembling strategic coalitions, building behind the scenes support and the tactical use of information to gain support.
* **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 and understanding through integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
* **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.
* **Independence:** Commits significant resources in the face of uncertainty and takes calculated risks to improve performance and achieve challenging goals. Uses personal energy to drive change strategies. Formulates and implements contingency plans to minimise the impact of potential risks. Accepts personal responsibility for the outcomes of decisions/risks taken.
* **Adaptability:**Is flexible in response to external change or when faced with external constraints. Identifies and promotes the opportunities arising as a result of change.

Special Requirements

Appointment to this role is subject to 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/) 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