# Position Details

## Administrative Services – CSOF4

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| The following information is for applicants | |
| Advertised Job Title | RUIC Program Junior Facilitator |
| Job Reference | 97401 |
| Tenure | Specified Term to 30 June 2027  Full-time |
| Salary Range | AU$93,267 to AU$105,517 pa + up to 15.4% superannuation |
| Location(s) | Brisbane or Townsville |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents * Australian temporary residents who have right to work for the duration of the term without the need for visa sponsorship. This does not include bridging and other visas that are dependent upon the successful approval for future visas. |
| Position reports to the | Director, SME Connect |
| Client Focus – Internal | 20% |
| Client Focus – External | 80% |
| Number of Direct Reports | 0 |
| Enquire about this job | Simon Hanson, [simon.hanson@csiro.au](mailto:simon.hanson@csiro.au), +61 3 9545 2752 |
| 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. |

**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).

**Diversity and Inclusion**

CSIRO is committed to recruit people representing the diversity across our society and ensure that all our people feel supported to do their best work and feel empowered to let their ideas flourish. CSIRO holds Gold Employer Status through the AWEI (Australian Workplace Equality Index), which sets a comparative benchmark for LGBTIQ+ inclusion for employers across all sectors.

### Role Overview

CSIRO SME Connect supports Australian start-ups and small to medium sized enterprises (SMEs) pursue innovation. We help SMEs from all sectors of the Australian economy by streamlining the connection and collaboration process between SMEs and research organisations including defining the business problem to be solved, and/or identifying the research opportunity; locating the right research or innovation capability to meet those needs; assisting at all stages of the collaboration process from start to finish; and support to access and apply for R&D funding. The team run a number of programs including CSIRO Kick-Start, the RISE Accelerator, Innovate to Grow and the Regional University Industry Collaboration (RUIC) Program.

**Regional University Industry Collaboration (RUIC) Program**

RUIC connects regional universities with start-ups and SMEs in Queensland to drive local innovation and economic growth through research collaboration.

Funded by the [Queensland Department of Environment, Science and Innovation (DESI)](https://www.desi.qld.gov.au/) and delivered by CSIRO’s specialist SME Connect team, this eligibility-based program will run until June 2027.

Launching in Spring 2024, the RUIC Program includes:

* End-to-end facilitation and dollar-matched funding of up to $50,000 for SME research projects, delivered by four regional Queensland universities.
* Masterclasses for researchers and SMEs to improve collaboration and create new commercial opportunities
* Regional networking events to connect researchers, industry and key stakeholders
* Delivery of 4 Queensland-specific [Innovate to Grow](https://www.csiro.au/en/work-with-us/funding-programs/SME/Innovate-to-Grow) cohorts

Partnering universities are [James Cook University](https://www.jcu.edu.au/), [Central Queensland University](https://www.cqu.edu.au/), [University of Southern Queensland](https://www.unisq.edu.au/), and [University of the Sunshine Coast](https://www.usc.edu.au/).

The RUIC Program Junior Facilitator role will support the Senior Facilitators in all aspects of delivering the RUIC Program. The Facilitator will follow up on leads, perform initial screening of Expression of Interest forms, discuss potential projects with customers and researchers, review applications and support managing after-project feedback. The key aspect of the role will be working with start-ups and SMEs to help understand and articulate their research/development idea and connecting them with researchers at the partnering universities.

Other activities include building internal and external awareness for the program, integrating with the innovation ecosystem in your region, and partaking in key program planning and monitoring.

The RUIC Program Junior Facilitator will operate with a high level of independence with the support of the Senior RUIC Program Facilitators. The RUIC Program Junior Facilitator will work closely with colleagues from across all SME Connect programs and wider CSIRO offerings.

### Duties and Key Result Areas

* Support to build pipelines of start-up and SME applicants for RUIC, through development of relationships and networks across industry, industry bodies, innovation ecosystem, investors, research organisations, universities, and CSIRO.
* Perform initial screening of leads; facilitate R&D projects between start-ups/SMEs with the partnering universities; provide end-to-end support for businesses and researchers during their projects.
* Assist in monitoring program progress, tracking key metrics, and generating reports to assess the program's performance to identify areas for improvement.
* Support to establish relationships with researchers from the Partner Universities; help facilitate workshops and network events.
* Actively support the Senior Facilitators in all aspects of delivering the RUIC Program.
* Help maintain program documentation, including meeting minutes, action items, and program-related files.
* Work on promotional materials such as case studies and other communications as required.
* Represent and promote CSIRO and our SME Connect Programs externally, including in public forums, with industry, the innovation ecosystem, the research sector, and Government.
* Work collaboratively with colleagues in CSIRO SME Connect.
* 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. Tertiary qualifications in science, engineering and/or business with business development experience, or equivalent skills, knowledge, and experience.
2. High level of organisational and coordination skills, and ability to prioritise work activities to meet business expectations and deadlines.
3. Independence and an ability to problem solve.
4. Understanding of the start-up and SME ecosystem, including opportunities for regional SMEs, with established relationships and a broad network across industry, universities and PFROs, government, and investors in Australia.
5. Highly developed engagement and networking skills.
6. Highly developed interpersonal skills, track record of contributing to, and supporting, cohesive teams; proven ability to establish productive relationships with colleagues.
7. A valid Australian Driver’s License.

## **Desirable**

1. Experience in industry-led research and development projects, gained from working in a publicly funded research organisation (PFRO) or working in businesses that have successfully engaged with PFROs.
2. Business development experience.

## **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:** 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.
* **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.
* **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:** 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.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

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.

## **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