# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Senior Strategy Consultant (Critical Minerals) |
| Job Reference | 98918 |
| Tenure | Specified term of 4 years, Full-time |
| Salary Range | AU$96,811 – $109,527 per annum plus up to 15.4% superannuation |
| Location | Clayton, Victoria |
| Relocation Assistance | NA |
| Applications are open to | All candidates |
| Position reports to the | Senior Manager, CSIRO Futures |
| Client Focus – Internal | 20% |
| Client Focus – External | 80% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Mr Dominic Banfield via email at [Dominic.Banfield@csiro.au](mailto:Dominic.Banfield@csiro.au)  *Please do not email your application directly to Dominic Banfield. 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 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).

### Why 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 important 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 provide 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

The Senior Strategy Consultant (Critical Minerals) will play a key role in leading market research, analysis, consultation and report synthesis. Typical projects will provide policy and investment advice to senior decision makers in government and industry relating to the opportunities and challenges for Australian industry sectors, with a particular focus on critical minerals. Specifically, this includes translating technical information into strategic and economic insights for C-suite audiences.

### Duties and Key Result Areas:

* Gather, understand, analyse and synthesise large amounts of information and data from disparate sources into detailed and accurate reports containing logical, robust quantitative and qualitative insights and conclusions.
* Manage communication with clients and stakeholders to resolve inquiries, and build ongoing business relationships.
* Prepare and facilitate workshops and interviews with clients and stakeholders to extract information for the project.
* Develop detailed and accurate information/reports based on solid quantitative and qualitative evidence and analysis.
* Prepare and deliver presentations and briefings to inform clients and stakeholders of the project findings and recommendations/conclusions and support decision-making.
* Undertake a range of administrative tasks including supporting project planning, budget tracking, stakeholder register management, and project team task management.
* Generate improved solutions in work situations, trying creative ways to deal with routine problems and opportunities, and exercising 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 enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary, often regionally dispersed research team, and business unit to carry out tasks in support of CSIRO’s scientific objectives.
* 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. A tertiary qualification in Science, Engineering, Business, Finance, Economics or a related field that includes a significant analytical/technical component
2. Strong demonstrated experience in a highly relevant science, technology, industry, organisation, or methods analysis role.
3. A strong understanding of the critical minerals industry, mineral processing methods, and relevant research and technology trends.
4. Experience using programming and data analysis languages such as R or Python to work with large datasets, identify insights or build simple models.
5. Strong market research skills with the ability to gather, evaluate, analyse and synthesise a broad range of technical information, both qualitative and quantitative.
6. A demonstrated ability in applying qualitative and quantitative analysis to support industry development strategy and decision making.
7. Experience analysing new technologies, developing technology strategies or roadmaps, or explaining the benefits of technology in business terms.
8. Experience generating quality client-facing written reports and deliverables in a professional capacity (e.g., professional services, consulting, or analyst roles) to inform senior corporate and government decision making.
9. Excellent interpersonal and oral communication skills, and the ability to work effectively in a team environment - proactively collaborating and consulting with internal and external stakeholders.
10. Strong competency in using Microsoft Word, Excel and PowerPoint.

## **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:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
* **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:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **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

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.
* If the successful candidate is not an Australian Citizen or Permanent Resident, they may be required to undergo additional security clearances, which may include medical examinations and an international standardised test of English language proficiency (i.e. IELTS test - <https://ielts.com.au/>).

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [CSIRO Futures: Strategic and Economic Advisory Services](https://www.csiro.au/en/work-with-us/services/consultancy-strategic-advice-services/csiro-futures) 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