# Position details

## Administrative services- CSOF4

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| The following information is for applicants | |
| Advertised job title | **Digital Tooling & Data Specialist** |
| Job reference | 100637 |
| Tenure | Full time, Indefinite |
| Salary range | AU$96,811 - AU$109,527 pa (pro-rata for part-time) plus, up to 15.4% super |
| Location(s) and office arrangements | Brisbane preferred. Although any major city with a CSIRO presence will be considered |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Executive Manager – Digital Portfolio Office (Based at CSIRO Dutton Park) |
| Client focus – internal | 100% |
| Enquire about this job | Contact Jonathan Smith [Jonathan.smith@csiro.au](mailto:Jonathan.smith@csiro.au)  +61 405 654 050 | [Connect via LinkedIn](https://www.linkedin.com/in/jonathan-smith-qld) |
| 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) |

**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.

**Role overview**

The Digital Office (DO) is an enterprise unit led by the Chief Digital Office. The DO fosters a coordinated, enterprise-wide approach to strengthening how we manage and leverage data and digital capabilities – supporting greater efficiency, effectiveness, innovation, and scientific integrity.

Within the DO, the Digital Portfolio Office (DPO), plays a key role providing portfolio and program governance and advisory services for digital transformation initiatives. The DPO team supports the achievement of the digital portfolio's strategic goals and advances CSIRO's digital outcomes. While this role reports to the Executive Manager, DPO, it will support all teams in the Digital Office, including Data and AI Governance and Digital Products for science impact.

As the Digital Tooling & Data Specialist for the Digital Office, you’ll play a crucial role in supporting data-driven decision-making and creating operational efficiency by optimising workflows through digital solutions. Your role will involve analysis of data to provide recommendations along with the creation of tooling, dashboards, and reporting solutions that drive efficiency.

Your role will also involve supporting the operations and enhancement of a transformational MS PowerApps Project Portfolio Management (PPM) toolset that aims to improve transparency and governance of digital programs and initiatives. It introduces a variety of new capabilities that enable improved tracking and data quality of projects along with simplification and the centralisation of project management in a single toolset.

The ideal candidate will possess a strong analytical mindset to interpret complex datasets, develop dashboards, and provide actionable insights. They will have a deep understanding of the application of digital tools and platforms to enhance business processes and an ability to collaborate with multidisciplinary teams to develop and refine data-driven solutions.

### **Duties and key result areas**

**Data Analysis, Dashboards & Reporting:**

* Collect, clean, and analyse data to support strategic initiatives.
* Design and develop dashboards and reports to generate insights and support data-driven decision making (e.g. Digital Portfolio reporting, product performance insights, and data asset dashboards).
* Provide actionable data-driven insights to address questions or challenges.

**Tool Development & Workflow Optimisation:**

* Identify opportunities to automate repetitive tasks and streamline workflows.
* Design, develop, and implement low-code solutions to optimise workflows and processes within the DO.
* Show initiative in interpreting policies and procedures, identifying opportunities, understanding requirements, and developing solutions.

**Project Portfolio Management (PPM) toolset support**

* Provide user support for MS PowerApps Project Portfolio Management (PPM) toolset.
* Coordinate with vendor to remediate issues.
* Collate user feedback and document future enhancement requirements.
* Enhancement of existing reporting and dashboards within PowerBI.

**Stakeholder Collaboration and Communication:**

* Collaborate with colleagues within the DO and other stakeholders to understand their needs and develop suitable solutions.
* Offer guidance and training to team members on utilising developed tools and dashboards effectively.
* Ensure all solutions and workflows are well-documented, maintained, and updated in line with evolving business needs.
* 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, regionally dispersed team 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. Tertiary qualification in relevant field (for example Computer Science or Data Science) or relevant experience in similar roles delivering demonstrable impact and change.
2. Technical Proficiency: Experience with Microsoft Power Platform and data analytics tools such as Power BI.
3. Problem-Solving: Ability to tackle complex data challenges and develop innovative solutions.
4. Communication Skills: Strong ability to translate technical findings into actionable insights for non-technical stakeholders and clearly document workflows.
5. Collaboration and initiative: Ability to work independently and efficiently to meet deadlines as well as working cooperatively with others to deliver solutions.

## **Desirable**

1. Knowledge of AI & Machine Learning: Understanding of advanced analytics techniques to enhance data-driven decision-making.
2. Certification in Microsoft PowerApps and/or PowerBI

**Not sure if you meet all the criteria?**

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don’t let the list discourage you. If you are unsure about applying, please reach out to the contact on page 1 of this document so we can discuss the role further.

## **Required competencies**

* **Teamwork and collaboration:** Cooperates with others to achieve organisational objectives and may share team resources 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.
* **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.

**Life at CSIRO and flexible working arrangements**

We [work flexibly at CSIRO](https://www.csiro.au/en/careers/life-at-csiro/Flexible-work), offering a range of options for how, when and where you work.  We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, [benefits](https://www.csiro.au/en/careers/life-at-csiro/Benefits) and [career development](https://www.csiro.au/en/careers/life-at-csiro/Career-development) opportunities. To learn more, visit [Careers at CSIRO](https://www.csiro.au/en/careers).

We celebrate the uniqueness of our workforce and are committed to creating [diverse and inclusive teams](https://www.csiro.au/en/careers/life-at-csiro/Diversity-inclusion-belonging) where everyone feels they belong. CSIRO is an equal employment opportunity organisation dedicated to recruiting people based on merit, and reflecting the diversity of the community we serve. We recognise true diversity encompasses all ages, nationalities, abilities, cultures, genders, sexualities, faiths, levels of education, diversity of thought and many more aspects of identity. By empowering diverse teams, our community is reflected in the solutions we create.

**CSIRO values**

CSIRO is a values-based organisation committed to values-based leadership.

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| **Value** | **Descriptor** | **Behaviour** |
| **People first** | Our priority is the safety and wellbeing of our people. We believe in, and respect, the power of diverse perspectives. We seek out and learn from our differences. | * Respectful * Caring * Inclusive |
| **Further together** | We achieve more together than we ever could alone. We listen and collaborate, in teams, across disciplines, across boundaries. We embrace ambiguity and use discussion and persistence to generate unique solutions to complex problems. | * Accountable * Authentic * Courageous |
| **Making it real** | We do science with real impact. We thrive when taking on the big challenges facing the world. We take educated risks and defy convention. We celebrate successes and failures and leverage them to learn as we strive to be the force for positive change. | * Partnering * Cooperative * Humble |
| **Trusted** | We’re driven by purpose but remain objective. We fight misinformation with facts. We earn trust everywhere through everything we do. We trust each other and we hold each other accountable. Together our actions drive Australia’s trust in CSIRO. | * Curious * Adaptive * Entrepreneurial |

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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**

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

As one of the world’s largest multidisciplinary mission-driven research organisations, we are focused on the issues that matter the most: for our quality of life, for the economy and for our environment. We believe diverse teams are more effective and deliver more innovative outcomes. When we all focus on the big things that really matter, and work in partnership with our communities and [Indigenous Australia](https://www.csiro.au/research/indigenous-science), Australian science and technology can solve seemingly impossible problems and create new value for all Australians. Visit [CSIRO.au](https://www.csiro.au/) for more information.