



Position Details

Administrative Services- CSOF5

THE FOLLOWING INFORMATION IS FOR APPLICANTS

Advertised Job Title	Leadership Learning Lead
Job Reference	(to be entered by your Recruitment Consultant)
Tenure	Indefinite
Salary Range	AU\$114,219 - AU\$123,605 per annum (pro-rata for part-time) + up to 15.4% superannuation
Location(s)	<ul style="list-style-type: none">• Melbourne, Hobart, Brisbane, Canberra, Sydney, Adelaide, Perth• Flexible work options are available.
Relocation Assistance	N/A
Applications are open to	<ul style="list-style-type: none">• Australian/New Zealand Citizens and Australian Permanent Residents Only
Position reports to the	Manager – Talent Management and Leadership Development
Client Focus – Internal	80%
Client Focus – External	20%
Number of Direct Reports	0
Enquire about this job	Manager – Talent Management and Leadership Development
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

Acknowledgment 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](#).

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](#), 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.

Role overview

The role of Administrative staff in CSIRO is to provide administrative and management services to support the effective provision of research and development activities. This involves the development and implementation and/or administration of policies, systems and procedures that assist the Organisation and the Business Unit to achieve their objectives and meet Government and regulatory responsibilities.

As the Leadership Learning Lead, you contribute to the design development of Leadership development interventions and manage the delivery of innovative and engaging leadership development programs, including digital and multi-mode offerings, that enhance the capability of CSIRO Leaders. You will be a member of a high-performing team who are addressing CSIRO's learning needs in line with the Workforce Strategy.

Working to agreed milestones and outcomes, you will coordinate the sourcing and delivery of priority leadership learning solutions and programs. You will collaborate effectively across People teams to ensure the delivery of innovative leadership programs and interventions to enable demonstrated capability uplift in priority areas across the organisation.

Through the delivery of effective solutions, the role will contribute to the pool of learning design and capability to enable workforce upskilling aligned to identified strategic capabilities. Reporting to the Talent Management and Leadership Development Manager and working with a range of stakeholders, the position will ensure the leadership development curriculum is aligned to key strategic inputs. Through the provision of learning and leadership subject matter expertise, the role will contribute to a modern and digitally enabled approach that positively contributes to leadership learning experiences at CSIRO.

Duties and Key Result Areas

- Use your knowledge of leadership practice and theory to provide leadership development advice and deliver learning solutions for different leadership levels.
- Responsible for managing multiple leadership learning interventions and managing relationships with vendors and program providers to monitor program effectiveness and ROI.

- Utilise your facilitation experience and your instructional design experience as required by current and new leadership development interventions.
- Demonstrate your strong project management and coordination skills to deliver multiple leadership programs and learning interventions in a dynamic environment
- Provide learning subject matter expertise that enables a modern and digitally enabled approach to learning, ensuring optimal quality and scale of learning opportunities.
- Support both the Leadership Development and broader CSIRO Learning curriculum across programs if required. This may include supporting the digital and mandatory training curriculum (predominantly eLearning).
- Actively partner with and manage external vendors, ensuring that learning outcomes are delivered to build CSIRO leadership capability.
- Manage relevant procurement processes and vendor contracts as required.
- Act as a trusted adviser, fostering effective relationships and ensuring alignment between learner needs and CSIRO's strategic objectives.
- Work across the business and with vendors to build partnerships, seeking input, sharing ideas, and providing strategic input to address critical learning needs.
- Liaise with clients to determine their needs and tailor solutions to potentially conflicting requirements.
- Maintain confidentiality when dealing with commercially sensitive or personal information.
- 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, Diversity initiatives, and Making Safety Personal goals.
- Other duties as directed.

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 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:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
- **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:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
- **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.

Selection Criteria

Essential

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

1. Relevant qualifications and/or 5+ years' experience in Learning or Instructional Design roles, coupled with experience in advisory and/or managerial roles.
2. A proven ability to manage portfolios of leadership and learning programs, including managing relationships with vendors and monitoring program effectiveness and ROI.
3. Proven experience facilitating learning and instructional design of leadership and professional skills content to deliver seamless and scalable in-person and digital learning experiences.
4. Experience delivering leadership development programs or similar programs to cohorts of 20+ people end-to-end in both virtual and in-person environments
5. Knowledge of leadership practice and theory, and a track record of translating this to the delivery of innovative leadership learning solutions for different levels of an organisation.
6. Proven ability to act as a trusted adviser, fostering effective relationships and ensuring alignment between learner needs and CSIRO's strategic objectives.
7. Intermediate to advanced digital literacy, including the effective use of generative AI to amplify and streamline design workflows
8. Demonstrated ability to create impactful and original visual assets – including infographics, slide decks, and learning guides – aligned with style guidelines and visual design principles
9. Demonstrated experience administering and developing learning solutions within enterprise Learning Management Systems (LMS), particularly SAP SuccessFactors, including course deployment, user management, reporting, and integration with other platforms
10. A strong record in supporting organisational change and challenging cultural norms.

Desirable

1. Strong project management and coordination skills and a willingness to work at both an operational and strategic level
2. Intermediate to advanced skill in key authoring tools such as Articulate Storyline, Adobe CC suite, or Chameleon Creator.

Setting you up for success

We understand that not everyone works in the same way, and sometimes people may require reasonable support and adjustments to perform at their best. Whether related to the recruitment process and or the role itself, this may include options such as providing different methods of communication, flexible hours or physical adjustments to work methods. If you feel comfortable, we encourage you to share any support and adjustments you may need to carry out the inherent requirements of the role. Please let us know if we can help you to equitably participate in our recruitment process or the role itself

Life at CSIRO and flexible working arrangements

We [work flexibly at CSIRO](#), 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](#) and [career development](#) opportunities. To learn more, visit [Careers at CSIRO](#).

We celebrate the uniqueness of our workforce and are committed to creating [diverse and inclusive teams](#) 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.

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.	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Accountable • Authentic • Courageous

	persistence to generate unique solutions to complex problems.	
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.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • Curious • Adaptive • Entrepreneurial

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](#).

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.