



Position Details

Communication & Information- CSOF5

THE FOLLOWING INFORMATION IS FOR APPLICANTS

Advertised job title	Journals Acquisitions Specialist
Job reference	101172
Tenure and work schedule	Specified Term of 2 years Full-time (preferred) <i>We will explore options for part-time (min. 0.8 FTE) and flexible work arrangements based on needs of the role and individual circumstances.</i>
Salary range	AU\$114,219 – AU\$123,605 per annum (pro-rata for part-time) plus 15.4% superannuation
Location(s) and office arrangements	Clayton, VIC (preferred) <i>Other CSIRO sites around Australia may be considered</i> <i>Flexible and remote work arrangements may be considered</i>
Relocation assistance	Will be provided to the successful candidate if required
Applications are open to	• Australian/New Zealand Citizens • Australian Permanent Residents • Australian Temporary Residents, currently residing in Australia, with an existing valid visa and unrestricted work rights for the full duration of the term (at least until Nov/Dec 2027), and no requirement for visa sponsorship.
Position reports to the	Head, Journals Publishing
Client focus – Internal	30%
Client focus – External	70%
Number of direct reports	0
Enquire about this job	Contact Tristy Falkenberg (<i>Deputy Director, CSIRO Science Connect</i>) via email at tristy.falkenberg@csiro.au ; OR Alice Black (<i>Head, Journals Editorial & Research Integrity</i>) via email at alice.black@csiro.au .
Support and workplace adjustments	We offer a range of reasonable supports and workplace adjustments. Please let us know via email Piumi.Desilva@csiro.au (Piumi De Silva – Talent Acquisition Partner) if we can help you to equitably participate in our recruitment process or the role itself.
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](#).

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 for more information.

Role Overview

CSIRO Publishing is an editorially independent science and technology publisher of journals, books, and news with a strong emphasis on digital publishing. The business unit is owned by and operates within CSIRO on a commercial basis with its viability dependent on the capacity to generate revenue and sufficient return on investment.

The Journals Acquisitions Specialist is responsible for acquiring scholarly journals for the CSIRO Publishing portfolio, contributing to growth, quality, and reputation, consistent with the CSIRO Publishing strategy and CSIRO Values. As the first point of contact for prospective publishing partners, the Journals Acquisitions Specialist represents CSIRO Publishing with professionalism and enthusiasm, creating a strong and trusted impression. The role reports to the Head of Journals Publishing, and collaborates with external stakeholders and internal teams to lead the onboarding process for newly acquired/launched titles, ensuring a methodical, efficient approach and a smooth experience.

The Journals Acquisitions Specialist will:

- Develop and implement an acquisitions strategy aligned with CSIRO Publishing's strategic objectives.
- Prepare detailed proposals and lead contract negotiations with the Publisher and journal owners.
- Lead the integration of new titles into the CSIRO Publishing portfolio.
- Identify opportunities to launch new open access journals.

Duties and Key Result Areas

- Collaborate with internal teams to identify priority fields for acquisitions or new launches based on existing business strengths and product clusters, as well as emerging areas for science.

- Work with the Head of Journals Publishing to develop a journals acquisitions strategy.
- Develop a target list of journals and proactively engage journal owners.
- Respond courteously to ad hoc online requests for publishing partnerships.
- Research potential new open access journals, present proposals for approval, and, if approved, lead their launch.
- Prepare detailed proposals – including cost and pricing models – and lead contract negotiations with journal owners, fostering confidence in CSIRO Publishing as a prospective publishing partner.
- Develop a standardised onboarding and launch process for new journals consistent with best practices, and work with internal teams and stakeholders to tailor the process to journal-specific needs.
- Maintain a project pipeline to initiate, track, and manage acquisitions projects, ensuring key milestones are met on schedule.
- Meet targets for acquisitions and new launches to support business growth objectives.
- Build and nurture relationships within STM communities.
- Contribute to CSIRO Publishing Open Access strategy development, recognising the value of diverse publishing models.
- Represent CSIRO Publishing and its journal portfolio at conferences, workshops, and events.
- Liaise with clients to determine their needs and tailor solutions to meet client needs.
- Be responsible for delivering outcomes and for client satisfaction including correcting problems promptly and in a constructive manner.
- Negotiate service agreements with clients as required.
- 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 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. Minimum three (3) years of work experience in STM journals publishing, with extensive experience in commissioning work.
2. Brings a deep understanding of the STM publishing sector, its trends, challenges, and opportunities, including open access business models and their opportunities, sensitivities and challenges
3. Strong analytical and organisational skills, with demonstrated ability to make data-driven decisions, prioritise tasks, and deliver outcomes with attention to detail.

4. Exceptional interpersonal, negotiation, and communication skills, with the ability to influence, persuade, and negotiate both internal and external parties including editorial contacts, society contacts, and colleagues throughout all journals departments.
5. Demonstrated business development capabilities, commercial acumen including working with journal budgets, initiative and flexibility.

Desirable

1. A higher qualification (PhD/MSc) in an STM field.
2. Demonstrated experience in commissioning work.
3. Willingness and ability to travel.
4. Demonstrated ability to build relationships within STM communities.
5. Proven experience in setting and managing budgets.

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.

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 via email Piumi.Desilva@csiro.au (Piumi De Silva – Talent Acquisition Partner) 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.	• 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	• Curious

	everything we do. We trust each other and we hold each other accountable. Together our actions drive Australia's trust in CSIRO.	• Adaptive • Entrepreneurial
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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.