# Position Details

## Administrative Services- CSOF6

|  |  |
| --- | --- |
| The following information is for applicants | |
| Advertised Job Title | Strategy Manager – Programs |
| Job Reference | 99211 |
| Tenure | Specified term of 2 years, Full-time. |
| Salary Range | AU$131k - AU$153k plus up to 15.4% superannuation |
| Location(s) | Location flexible: Melbourne, Sydney, Brisbane, Adelaide preferred |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Executive Manager Enterprise Strategy & Planning |
| Client Focus – Internal | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Bhawna Singh via email at [Bhawna.singh@csiro.au](mailto:Bhawna.singh@csiro.au) |
| 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).

### Role Overview

CSIRO’s vision is to create a better future for Australia by solving the greatest challenges through innovative science and technology. As the national science agency, CSIRO is helping boost Australia’s innovation performance and drive our economy and our lives forward towards a more innovative and resilient Australia.

### The Strategy Manager – Programs will play a pivotal role within CSIRO's Strategy Team, focusing on the development and execution of high-level strategic programs, change management initiatives, and the coordination of cross-functional teams to achieve organisational objectives. Key capabilities required for this role include strong program design and planning, change management and coordination, effective leadership engagement and reporting.

### Duties and Key Results Areas

* Support ET in cascading enterprise strategy aspirations into well-defined annual strategic outcomes and change timeline, ensuring alignment with CSIRO's organisational goals.
* Conduct detailed analysis of business operations, challenges and gaps. Use the insights to design and scope programs of work, collaborating with stakeholders to establish clear objectives and deliverables.
* Provide operational oversight and management of Strategy Function’s programs of work and leadership engagements including ET and Board papers.
* Develop comprehensive project plans and oversee their successful execution. Assess and manage change impact to facilitate organisational transitions and adoption of new initiatives.
* Coordinate and lead cross-functional teams and resources to ensure cohesive and efficient execution of strategic programs. Facilitate effective communication and collaboration among diverse teams to achieve program objectives.
* Engage with CSIRO leadership to provide updates, insights, and recommendations on strategic programs and initiatives. Develop high-quality presentations, reports, and communication materials for management.
* Demonstrate exceptional interpersonal and communication skills to be a trusted and effective influencer of senior thought leaders within the organisation.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

## **Required Competencies:**

1. **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.
2. **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.
3. **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.
4. **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.
5. **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.
6. **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

**Selection Criteria**

*Essential*

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

1. Program design and planning: Proficiency in working with diverse stakeholders to scope and design complex programs of work that cascade strategic aspirations into actions.
2. Program and project management: Strong program management skills with a track record of managing multiple projects simultaneously.
3. Resource management: Proven successful experience in coordinating cross-functional teams and managing resources to achieve strategic objectives.
4. Change management expertise: Proven successful experience in change management (leveraging PROSCI or other change methodologies) within large organisations.
5. Leadership and influence: Proven ability to engage and influence senior leadership and stakeholders. Demonstrated leadership skills in guiding teams toward successful outcomes.
6. Communication skills: Exceptional interpersonal and communication skills, both written and verbal. Ability to develop and deliver high-quality presentations and reports.
7. Tools and methodologies: Demonstrated proficiency in program and project management tools (e.g. JIRA, MS Project) and methodologies (e.g. PRINCE 2, Agile).

**Desirable**

1. Strategy development: Track record of leading the development and implementation of business strategies within complex organisations.

* constraints. Identifies and promotes the opportunities arising as a result of change.

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.

* National Police Check.

## **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