# Position Details

## Administrative Services- CSOF6

|  |  |
| --- | --- |
| The following information is for applicants | |
| Advertised Job Title | Strategy Manager – Portfolio Delivery |
| Job Reference | 99213 |
| Tenure | Indefinite  Full-time |
| Salary Range | AU$131,113 to AU$153,639 pa (pro-rata for part-time) + 15.4% superannuation |
| Location(s) | Adelaide, Sydney, Brisbane, Melbourne, Canberra and Newcastle |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Executive Manager, Portfolio Strategy |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 3 |
| Enquire about this job | Ruth.pring@csiro.au or phone 0493294104 |
| 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

## 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 leadership role oversees active management of the delivery of CSIRO's research portfolio, leading the implementation of adaptive investment strategies and processes that evolve with maturity, ensuring that the portfolio maximises impact and demonstrates measurable ROI.

## The Strategy Manager for Portfolio Delivery oversees the active management of CSIRO's research portfolio through the implementation of adaptive investment strategies. The position includes assessing and adjusting investment practices to maximise impact, maintain portfolio coherence, and respond to emerging strategic priorities. Responsibilities also include developing systems and frameworks for evaluating investment programs, ensuring transparency and compliance with governance and regulatory standards, and supporting the transition to an integrated decision-making approach. The manager will mentor team members, foster an inclusive work culture, and collaborate with senior leadership to align research activities with organisational strategy.

## Duties and Key Result Areas

* Active management of CSIRO portfolio investments, leading adaptive design and implementation approaches of fit for purpose processes and systems, increasing with maturity as the portfolio evolves.
* Facilitate dynamic investment practices that are continually reviewed to enhance portfolio coherence and include the ability to pivot as required.
* Ongoing assessment and review of the portfolio and programs against CSIRO's enterprise and research objectives, including reviewing proposals, progress reports, rephase requests, finance reviews and final reports.
* Lead development of systems, frameworks and evaluation practices to advance and adapt investment programs.
* Support the transition of CSIRO's research portfolio from multiple delivery vehicles and investment programs to an integrated investment and decision-making approach.
* Establish transparent and accountable processes for proposal evaluations, financial reviews, and reporting, ensuring effective stewardship of public funds.
* Ensure all investments adhere to CSIRO's governance framework and comply with regulatory requirements.
* Manage, mentor, and develop team members and other staff by fostering a culture of inclusivity and psychological safety. Provide strategic advice and support on change and culture initiatives, helping teams navigate complex transitions while promoting a positive, empathetic work environment.
* Engage with senior leadership to shape and influence strategic priorities across the organisation, ensuring that unit activities are effectively integrated into organisational strategy.
* Ensure legal, ethical and professional practices together with CSIRO values and Code of Conduct are adhered to.
* Work collaboratively as part of a multi-disciplinary, regionally dispersed team to carry out tasks in support of CSIRO’s 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. Relevant degree in conjunction with demonstrated achievement in senior advisory and managerial roles in a relevant domain area, ideally with postgraduate managerial qualifications.
2. Significant experience in successfully managing complex programs, that include multiple parallel and interdependent processes, including planning, engagement, monitoring, reporting and facilitation of effective governance, to meet or exceed specified outcomes and timeframes.
3. Proven expertise in designing, implementing, and optimising systems and processes, using systems thinking and data-driven approaches to anticipate and resolve conflicts, and enhance organisational performance in complex, multi-process environments.
4. A history of establishing and leading cooperative teams, and a record of leadership which encourages new ideas, builds trust and supports the development of emerging skills.
5. A history of professional and respectful behaviours and attitudes aligned to CSIRO values in a complex working environment.
6. Strong relationship management skills and the demonstrated ability to influence, advise and support internal and external clients and collaborators.
7. Excellent communication, interpersonal and negotiation skills, including experience working with science, commercial or engineering staff and a proven ability to collaborate with and influence people across all levels in an organisation.
8. Flexibility in thinking, including the ability to anticipate, manage and develop appropriate solutions to complex problems, effectively manage and guide others through ambiguity and readily adapt to changing circumstances.
9. A significant record of strategic thinking, innovation and creativity, with the ability to adapt and evolve processes and strategies by incorporating novel ideas and new approaches.

## **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:** 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.
* **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.
* **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.
* **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.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

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.
* Ability to be eligible to hold a security clearance at, at least, NV1 level.

## **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