# General Management – CSOF7/8

Role summary for potential applicants

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| Advertised Job Title**:** | Data61 Research and Technology Operations Manager |
| Reference Number**:** | 45661 |
| Classification**:** | CSOF7/8 |
| Salary Range: | Attractive Salary Package |
| Location**:** | Sydney preferred, other locations may be considered |
| Tenure: | Specified term of 3 years |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | * All Candidates
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| Functional Area**:** | Research Management |
| % Client Focus - Internal: | 90% |
| % Client Focus - External: | 10% |
| Reports to the: | Finance Director |
| Number of Direct Reports: | TBD |

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| **Role Overview:** |
| Data61 is the largest data innovation group in Australia. Bringing together CSIRO’s Productivity team and National ICT Australia (NICTA), we are unrivalled in our intellectual capital and our network with the global technology marketplace. The combined group will bring together approximately 600 research staff working in digital technologies to create benefit for Australia. Data61 will continue to develop Australia’s future leaders with its strong 300+ PhD student program in collaboration with our best universities across Australia. Exciting leadership opportunity focussed on the delivery of research projects across Data61. The success candidate will be responsible for ensuring optimal delivery and coordination of programs and projects across Data61 to ensure the successful delivery of the exciting research projects delivering benefit to Australia. They will assist with the day to day running of the Business Unit through operational planning, reporting, oversight of research programs and the provision of specialist advice and coaching and assist and facilitate the formulation and delivery of the Business Unit’s strategy. |

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| **Duties and Key Result Areas:** |
| .Key Capabilities* Knowledge and experience of engineering and/or ICT program management in a research environment.
* Excellent communication skills and experience with a client focus.
* Strong relationship, collaboration and influencing skills and experience, in a diverse stakeholder environment.
* Willingness to demonstrate and actively support Data61 core values.
* Willingness to undertake regular domestic travel.

**KEY RESULT AREAS**This is a multi-functional role, in managing the program requirements and responsibilities within Data61 the successful applicant will be specifically responsible for: * Working within Data61 research staff to coordinate and oversee the project governance structure to ensure that research teams deliver on time, on budget, and as planned.;
* Work closely with the Business Development and Commercialisation teams to forecast capability requirements;
* Work closely with the Finance Team to monitor and manage project deliverables;
* Manage Business Unit responses to complex or sensitive internal and external requests e.g. Submission to inquiries and requests for information;
* Working cooperatively with research team to deliver the overall program outputs and outcomes, escalating issues as appropriate;
* Working cooperatively with teams using best-practice methodologies, procedures and tools to maintain records and documentation for program finances, scope, schedule and risk;
* Reporting program progress and issues to the Data61 Executive;
* Track and manage the resolution of issues raised via the Data61 issues tracker, across Data61 and CSIRO. This includes delegation of resolution to other CSIRO functions where appropriate and ensuring follow through to resolution;
* Work co-operatively with BD&C to ensure external contracts secured can be fulfilled;
* Participate in internal CSIRO operations working groups on a case by case basis;
* Report program and project progress and issues to the Data61 Executive;
* Report on cross BU project collaboration involving Data61, identify obstacles for removal and incentives to drive deeper collaboration;
* Work closely with the Talent Director and Finance Manager to ensure workforce planning is within budget.
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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed****Pre-Requisites:*** * Tertiary qualifications in business management or equivalent experience.

***Essential Criteria:***1. Five or more years of recent program management with experience running a diverse range of engineering or ICT projects.
2. Demonstrated recent success in delivering required program outcomes to meet business needs.
3. Demonstrated exceptional verbal and written communication skills, and the ability to communicate at various levels.
4. Demonstrable experience in preparing written reports for Executive teams and Boards.
5. Knowledge and experience in using project management tools, systems and strategies.
6. Experience working with multi-disciplinary teams including leading the coordination of diverse groups of professionals to deliver results, preferably in supporting a research environment.
7. Highly developed skills in guiding, influencing and developing relationships with a diverse client and stakeholder base.
8. Highly developed analytical skills and the ability to trouble shoot and overcome obstacles to a satisfactory resolution.
9. Proven ability to build enduring relationships across functions and levels in a complex organisation.

***Other special requirements:***Appointment to this role may be subject to conditions including security/medical/character clearance requirements. Applicants who are not Australian Citizens or Permanent Residents may be required to undergo additional security clearance processes; which may include medical examinations and an international standardised test of English language proficiency (i.e. IELTS test).- <http://www.ielts.org/default.aspx>***CSIRO Values:***As Australia’s Innovation Catalyst, CSIRO has strategic actions underpinned by behaviours aligned to Excellent science, Inclusion, trust & respect, Health, safety & environment and Deliver on commitments.  In your application and at interview you will need to demonstrate alignment with these behaviours.***Data61 Values:*****Great Impact**: We focus our valuable resources on areas where we can lead globally and have large impact for Australia, to aid our future prosperity and independence.  **Mastery**: We are fearless, curious and we improve every day. We strive to excel in research, technology and business, and to work with the best in the world.  **Co-Creation of Value**: Everything we do involves co-creation with our network: team, customers and partners. Generously empowering their success is central to our success.  **Ownership of Results**: We jointly hold ourselves accountable for our actions. We do this via trust and commitment. **People and their Differences**: We embrace the creativity that comes from the diversity of our people. **Agility and Flexibility**: We view the changing world as an opportunity. This requires agility and flexibility in everything we do; everything changes, except our constant desire to adapt. **Tell it Straight, with Respect:**We say what we mean, mean what we say, and do not mislead, obfuscate or spin. We're direct and always respectful. |

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| **Other Information:** |
| **How to Apply**Please apply for this position online at [www.csiro.au/careers](http://www.csiro.au/careers). You may be asked to provide additional information (online) relevant to the selection criteria. If so, then responding will enhance your application so please take the time to provide relevant succinct answers. Applicants who do not provide the information when requested may not be considered.If you experience difficulties applying online call 1300 984 220 and someone will be able to assist you. Outside business hours please email: csiro-careers@csiro.au. **Referees**: Please provide the names and titles of two previous supervisors or academic/ professional referees included in your resume/CV.**Contact:** If after reading the selection documentation you require further information please contact: Anthea Roberts via email: Anthea.Roberts@data61.csiro.au or phone: +61 7 3327 4140.Please do not email your application directly to xx. Applications received via this method will not be considered.**About CSIRO**Australia is founding its future on science and innovation. Its national science agency, the Commonwealth Scientific and Industrial Research Organisation (CSIRO) is a powerhouse of ideas, technologies and skills for building prosperity, growth, health and sustainability. It serves governments, industries, business and communities across the nation. Find out more! [www.csiro.au](http://www.csiro.au). **CSIRO Data61** In today’s data-focused world, there’s no doubt that numbers count. [**Data61**](http://www.data61.csiro.au/) are the largest data innovation group in Australia, a connector that brings together technology innovators, businesses and universities to transform Australian industry and to help solve our greatest challenges. A CSIRO business, we are creating our data-driven future.**Our commitment to you**We work flexibly at CSIRO, offering a range of options for how, when and where you work. Talk to us about how this role could be flexible for you. We emphasise an individual’s growth and development which is supported by interacting and learning from world leading scientists and engineers, who provide the opportunity to challenge, transform and innovate new ideas. CSIRO’s Data61 is committed to sourcing the brightest and best talent to become part of the Data61 family, which contributes to creating Australia’s data driven future. |