# General Management – CSOF7

Role summary for potential applicants

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| Advertised Job Title**:** | Data61 Research and Technology Operations Manager |
| Reference Number**:** | 61126 |
| Classification**:** | CSOF7 |
| Salary Range: | $134K - $148K + up to 15.4% superannuation |
| Location**:** | Sydney, Brisbane, Melbourne or Canberra |
| Tenure: | 12 months |
| Relocation assistance**:** | Will be provided if required |
| Applications are open to: | * Australian Citizens Only |
| Functional Area**:** | General Management |
| % Client Focus - Internal: | 90% |
| % Client Focus - External: | 10% |
| Reports to the: | BU 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.  This position represents an exciting leadership opportunity focussed on the delivery of research projects across Data61. The incumbent will be accountable for all operational aspects of the business. They will take responsibility for the coordination of programs and projects across Data61 to ensure the successful delivery of research projects for the benefit of 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:** |
| .  **Functional Leadership**   * Manage the Business Unit’s operational planning processes and monitor the Business Units operational performance, supporting the Business Unit Director in identifying issues and opportunities for improvement across Business Unit operations * Support the Business Unit Director in engaging with CSIRO and external partner support functions,   including monitoring service levels   * Coordinate Business Unit responses to complex or sensitive internal and external requests e.g.   Submission to inquiries and requests for information;   * Assess change requirements and new initiatives to identify operational and implementation   support requirements;   * Lead and support major Business Unit projects as required; * Oversee the implementation of enterprise change initiatives in the Business Unit including management of the Data61 OKR program; * Provide specialist advice relevant to the activities of the Business Unit; * Responsible for coordinating enterprise organisational requirements and protocols including * HSE, QA/QC, ethics, national and international regulatory frameworks for laboratories, field stations and other specialist environments relevant to the Business Unit. * Lead Data61’s participation in CSIRO’s property strategy.   **Capability Leadership**   * Manage staff within Business Unit Support areas (if required); * Participate actively as a member of the Business Unit Leadership Team; * Collaborate with Enterprise Support Functions in support of strategy; * Model appropriate and professional behaviour in the workplace; * Strive for “Zero Harm” (physical and psychological) by supporting of Business Unit HSE initiatives including incident response.   **Engagement and Partnerships**   * Develop and maintain relationships relating to operations and infrastructure with national   and/or international partners, including Precinct partners (if required);   * Represent the Business Unit in internal and external forums as appropriate; * Partner with CSIRO enterprise support functions including CSIRO IM&T and CBIS regarding Strategic, site and facilities matters; * Support the enterprise approach to project management, support Research Directors, and   oversee local implementation and compliance;   * Work with CSIRO Support Leaders to enhance science delivery.   **Resource Leadership**   * Develop Business Continuity Plans; * In collaboration with Director, Legal ensure that the BU is implementing risk mitigation projects aligned to BU risk register; * Oversee the management of Business Unit infrastructure and equipment not specifically assigned to   Research Directors;   * Co‐ordinate and support officers in charge of Business Unit sites, ensuring appropriate site support for Business Unit staff, particularly regionally based staff |

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| **Selection Criteria:** |
| ***Pre-Requisites:***   * **Education/Qualifications:** A relevant tertiary qualification in conjunction with demonstrated achievement in a senior advisory, leadership, management, business or senior project management role.   ***Essential Criteria:***   1. Demonstrated planning, financial, project management, change management skills and experience at the level of a national business unit of comparable size and scale to the Data61. 2. Strong program management capability. 3. Demonstrated ability to think laterally and strategically and to anticipate and manage problems in ambiguous situations. 4. Demonstrated ability to communicate openly and effectively and to build strong relationships with staff, stakeholders and clients at all levels and across boundaries together with superior interpersonal, negotiation and influencing skills. 5. Demonstrated experience and an understanding of risk management, incident response, organisational requirements, policies and procedures, and relevant external regulations. 6. Demonstrated ability to manage competing complex demands; establish or renegotiate priorities; organise or re-assign tasks and meet deadlines.   ***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](mailto:csiro-careers@csiro.au).  **Contact:** If after reading the selection documentation you require further information please contact:  Lisa Van Schieveen via email: Lisa.Van.Schieveen@csiro.au or phone: +61 2 6276 6251  Please do not email your application directly to Lisa Van Schieveen. 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. |