# Technical Services – CSOF6

Role summary for potential applicants

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| **Advertised Job Title:** | Business Analyst/ Research Translation Specialist |
| **Reference Number:** | 47329 |
| **Classification:** | CSOF6 |
| **Salary Range:** | AU $109,474 to AU $128,282 plus up to 15.4% superannuation |
| **Location:** | Black Mountain, ACT |
| **Tenure:** | Indefinite |
| **Relocation assistance:** | Will be provided to the successful candidate if required. |
| **Applications are open to:** | Australian Citizens and Permanent Residents Only |
| **Functional Area:** | Technical Services |
| **% Client Focus - Internal:** | 50% |
| **% Client Focus - External:** | 50% |
| **Reports to the:** | Chief Operating Officer |
| **Number of Direct Reports:** | 0 |

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| **Role Overview:** |
| The Atlas of Living Australia (ALA) is world-leading eResearch infrastructure which is in partnership with CSIRO (host agency), Australian Museums and Herbaria and other biological collections to develop and maintain a platform to aggregate and deliver Australia’s biodiversity data holdings. The ALA is a team of approximately 25 staff and is primarily funded through the National Collaborative Research Infrastructure Strategy (NCRIS), administered by the Department of Education and Training.  This role will work with the research and technology community to understand the data needs that will enable the next generation of research and decision advancement in the ecological sciences including (genetics and species traits). This role will use your knowledge in research, technology and management to turn insights into exciting and meaningful products that are used and loved by the research community.  In this role you will use your analytical and creative energy to excite stakeholders, form and manage collaborations and develop networks to develop new insights. You will be able to identify trends and corresponding research data needs and showcase the potential of technological advancement.  The **Business Analyst** is responsible for end-to-end solution delivery including client engagement, solution development, end-user education and service promotion. They understand the technical capabilities of our workflow platforms and apply these capabilities to solve line of business or research opportunities and problems. |

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| **Duties and Key Result Areas:** |
| * Liaise with ALA stakeholder community to understand user needs and requirements in developing tools and software solutions. * Manage end to end solution development involving other team members, internal and external stakeholders. * Develop information management frameworks that underpin solution development. * Contribute to the development of various learning material including wiki’s, video and eLearning in support of enterprise collaboration platforms and solutions. * Prepare necessary reports to keep product development and achievements visible. * Contribute to the continuous improvement of service delivery. * Communicate 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 with colleagues within your team, the business unit and across CSIRO, to reach objectives. * Choose appropriate management strategies and communication styles to maintain high levels of motivation and productivity, giving feedback for development purposes and providing support for improvement. * Adapt and/or develop original techniques/procedures/equipment/concepts/ideas in support of existing and further research. * Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals. * Other duties as directed. |

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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed*  ***Pre-Requisites:***   1. **Education/Qualifications:** A Degree or higher in Scienceand/or equivalent experience. 2. **Communication:** Excellent communication skills, both written and oral, including the ability to anticipate the interests and knowledge level of an audience and present information and feedback accordingly**.** 3. **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment. 4. **Adaptability:** The ability to effectively manage a number of competing priorities simultaneously, and carry out non-routine tasks under limited direction from Senior Technical/Research staff. 5. **Problem Solving:** Proven ability to investigate underlying issues of complex and ill-defined problems and develop appropriate responses by adapting/creating and testing alternative solutions.   ***Essential Criteria:***   1. Excellent communication and engagement skills, including providing advice to team members, management and clients, and engaging with stakeholders. 2. Demonstrated ability to apply business analysis tools or other techniques to identify issues and develop solutions/ ideas 3. Demonstrated ability to identify critical stakeholders and influence them to gain complex understanding of and support for proposals / ideas. 4. Demonstrated ability to identify, engage and build sustaining communities across a variety of disciplines and institutions; 5. Background in biodiversity, environmental, genomic or biophysical spatial or related science 6. Demonstrated knowledge, understanding and commitment to principles of Workplace Diversity; Equal Employment Opportunity; Occupational Health, Safety and Environment; and Employee Participation.   ***Desirable Criteria:***   1. Experienced in the development of solutions in an Agile environment. 2. Demonstrated knowledge and experience of the intersection of science with information technology, data acquisition and/or data management, preferably in the field of biodiversity, environmental or related science.   **CSIRO is a values based organisation. You will need to demonstrate behaviours aligned to our values of:**   * Integrity of Excellent Science * Trust & Respect * Creative Spirit * Delivering on Commitments * Health, Safety & Sustainability |

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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 301 509 and someone will be able to assist you. Outside business hours please email: [csiro-careers@csiro.au](mailto:csiro-careers@csiro.au).  **Referees**: If you do not already have the names and contact details of two previous supervisors or academic/ professional referees included in your resume/CV please add these before uploading your CV.  **Contact:** If after reading the selection documentation you require further information please contact:  Hamish Holewa ([hamish.holewa@csiro.au](mailto:hamish.holewa@csiro.au))  Please do not email your application directly to Hamish Holewa. 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).  **Atlas of Living Australia**  The Atlas of Living Australia is national collaborative research infrastructure supported by the Australian Government. It is led by CSIRO in partnership with the Australian biological community. The ALA sits within the CSIRO National Research Collections Australia under the National Collections and Marine Infrastructure line of business.  **CSIRO National Collections & Marine Infrastructure** CSIRO is the custodian of a number of collections of animal and plant specimens that contribute to national and international biological knowledge. Together, they constitute a vast storehouse of information about Australia’s biodiversity and underpin a significant part of the country’s taxonomic, genetic, agricultural and ecological research - making these vital resources for conservation and the development of sustainable land and marine management systems. |