# Administrative Services – CSOF6

Role summary for potential applicants

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| Advertised Job Title**:** | Business Development Manager - Manufacturing |
| Reference Number**:** | 58158 |
| Classification**:** | CSOF6 |
| Salary Range: | AU $109K to AU $128K per annum, plus up to 15.4% superannuation |
| Location**:** | Clayton (Melbourne) or Waurn Ponds (Geelong), Victoria |
| Tenure: | Specified term of 3 years |
| Relocation assistance**:** | Will be provided to the successful candidate if required |
| Applications are open to: | Australian Citizens Only  Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Functional Area**:** | Administrative Services |
| % Client Focus - Internal: | 20% |
| % Client Focus - External: | 80% |
| Reports to the: | Business Development and Commercialisation Director - Manufacturing |
| Number of Direct Reports: | 0 |

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| **Role Overview:** |
| The role of Business Development (BD) Manager in CSIRO is to contribute to the effective delivery of science through the provision of high-level advice to senior and executive management.  The BD Manager reports to the Business Development & Commercialisation Director within the Commercial and Governance Sector at CSIRO. The position holds responsible for building and monitoring a portfolio of external relationships and pipeline of funding opportunities aligned to our science and impact goals. The BD Manager facilitates close collaboration with clients and internal stakeholders to identify strategic BD opportunities and close complex deals.  The position will also have significant input into the development of the Advanced Fibres & Chemical Industries (AFCI) Program BD&C strategy, within CSIRO Manufacturing. In this capacity, the BD Manager will be responsible for execution of the plans in assigned areas, and proactively monitoring and driving performance improvement against the plan objectives. |

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| **Duties and Key Result Areas:** |
| * Maintain a portfolio of commercial relationships aligned to CSIRO Manufacturing, and aligned research program (AFCI) strategy and plans, with multiple touch points within the client organisation, under the guidance and coaching of the BD&C Director. * Working with the BD&C Director, maintain an opportunity pipeline and workflow systems to ensure accurate forecasting and visibility of opportunities across the CSIRO Manufacturing. * Apply knowledge of CSIRO Manufacturing Business Unit strategies, policies, processes, systems and tools relevant to BD, including operational planning, commercial governance mechanisms and pipeline management, particularly with relevance to commercial activities (e.g. TPA, Copyright, Trademarks, Patents, CAC Acts). * Proactively create a portfolio of ‘trusted advisor’ relationships with strategic clients, partners, and key internal stakeholders to drive BD activities and achieve objectives. * Develop and apply a broad knowledge of the science domain and a strong working knowledge of specific science areas of responsibility, incorporating commercial BD principles, negotiation, markets, business and technology trends and relevant issues. * Provide input into the development of strategic commercial plans incorporating insight into industry, market needs and opportunities, effectively utilising available business and market information. * Participate in the execution of a BD strategy to achieve the commercial objectives of the areas of responsibility and proactively identify, guide and support the conversion of BD opportunities. * Participate in complex bids and negotiations with clients to close high quality deals in collaboration with internal support functions. * Utilising internal networks, build skills and experiences to close deals aligned to the strategic direction of the Business Unit. * Work within CSIRO and with clients to maximise and broaden value of relationships and BD interactions. * 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:***   * **Education/Qualifications:** Tertiary qualifications in science or business (or other relevant area). * **Travel:** Ability and willingness to travel between our two sites in Clayton (Melbourne) and Waurn Ponds (Geelong) on a regular basis. * **Communication/Influence:** Excellent written and oral communication skills, evidenced by high-level reporting, presentation and negotiation abilities, and the capacity to identify and influence critical stakeholders to gain support for contentious proposals/ideas. * **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment and capability to facilitate successful interactions with others.   ***Essential Criteria:***   1. Proven ability to maintain a portfolio of commercial relationships aligned to agreed strategy and plans, with multiple touch points within the client organisation. 2. Demonstrated understanding of, and experience, working with opportunity pipeline and workflow systems, to ensure accurate forecasting and visibility of opportunities. 3. Demonstrated understanding of commercial BD principles, negotiation, markets, business and technology trends and issues relevant to the Manufacturing sector. 4. Strong team skills with proven experience utilising a broader BD&C team, Business Unit team, and internal and external networks in delivering results, as well as sharing knowledge and learnings and leveraging expertise as a collective approach. 5. Demonstrated experience in building and maintaining strong professional and collaborative working relationships at all levels of the organisation and externally, within a complex and ambiguous environment, to achieve a successful outcome.   **As Australia’s Innovation Catalyst, CSIRO has strategic actions underpinned by behaviours aligned to**:   * Excellent science * Inclusion, trust & respect * Health, safety & environment * Delivery on commitments.   *In your application and at interview you will need to demonstrate alignment with these behaviours.* |

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| **Other Information:** |
| **How to Apply**  Please apply for this position online at <https://jobs.csiro.au/> and enter requisition number **58158**. Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’).  Please load one document containing your CV and a brief cover letter which outlines your interest in the role and your motivations for applying (Maximum 2MB). At the end of the online application process, you will also be required to respond to some screening questions. Where text responses are required, to avoid being timed out of the system we recommend that you prepare your responses offline and paste them into the appropriate spot prior to submitting your application.  If you experience difficulties applying online call 1300 984 220 for assistance. Outside Australian 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:  **Ms Mariann Fee** via email: [Mariann.Fee@csiro.au](mailto:Mariann.Fee@csiro.au)  Please do not email your application directly to Ms Fee. 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 Manufacturing** delivers scientific and engineering innovations to transition Australian manufacturing, creating the jobs of the future, export growth and increasing the value of the sector.  Find out more: <http://www.csiro.au/en/Research/MF> |