# Administrative Services: CSOF6

Role summary for potential applicants

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| Advertised Job Title**:** | Manager, Business Development & Commercial, Atlas of Living Australia |
| Reference Number**:** | 58362 |
| Classification**:** | CSOF6 |
| Location**:** | Black Mountain, Canberra |
| Salary Range | AU $111k to AU $130k plus up to 15.4% superannuation |
| Tenure: | 3 year specified term |
| Relocation assistance**:** | Will be provided to the successful candidate if required |
| Applications are open to: | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Functional Area**:** | Business Development and Commercial |
| % Client Focus - Internal: | 30% |
| % Client Focus - External: | 70% |
| Reports to the: | Director, Business Development & Commercial, National Facilities and Collections |
| Number of Direct Reports: | 0 |

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| **Role Overview:** |
| As a part of the Atlas of Living Australia (ALA) leadership team, the Business Development & Commercial (BD&C) Manager will provide BD&C leadership and will play an important role in:   * Shaping the ALA strategy. * Implementing strategic initiatives. * Presenting to and engaging with stakeholders and customers. * Representing the ALA through advocacy and customer consultation. * Originating and securing future projects which deliver impact and external revenue.   The BD&C Manager will develop highly effective relationships within the ALA and with external stakeholders and customers. As ALA is a collaborative partnership, the external stakeholder environment is extensive and includes partners, beneficiaries, customers, funders, collaborators, international organisations and NGOs.  The role requires a combination of expertise including leadership, strategy, online platforms and business development in the context of natural resource management.  Continual learning and professional development will be encouraged and supported. |

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| **Duties and Key Result Areas:** |
| * Provide BD&C leadership and advice as a member of the ALA leadership team. * Contribute to the positioning of the ALA through a strong and consistent value proposition about the national benefit and societal impact of the facility, promoting ALA to a variety of government, research, commercial and public audiences. * Work in a team to build the profile and momentum of ALA in relation to national and state policy through engagement with industry and international linkages. * Embed a customer-centric culture across ALA’s outcome themes, working within the broader team to exercise meaningful consultation and engagement with relevant audiences. * Deliver presentations and represent the ALA at external and internal forums. * Originate new engagement and business development opportunities that are aligned to the ALA strategy, deliver Impact and generate revenue. * Develop a network of productive professional relationships to underpin your ability to influence and deliver value for the ALA. * Generate improved solutions to complex problems and resolve complaints using creativity, reasoning and past experience. * Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation. * 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:** Relevant tertiary qualifications in business, economics, finance, marketing, science, information technology, engineering, commerce, law and/or equivalent experience in a relevant area. 2. **Communication:** Excellent written and oral communication skills, including the ability to clearly and succinctly convey information and ideas to individuals and groups using a variety of formats. 3. **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment.   ***Essential Criteria:***   1. Demonstrated experiencein providing BD&C leadership, developing strategy and delivering beneficial growth and change for organisations. 2. Demonstrated experience in originating, negotiating and contracting business opportunities in a science and/or innovation context. 3. Experience and knowledge in customer and stakeholder management and service. 4. Experience in representing organisations in public presentations and the initiative to seek out opportunities to present, engage and move audiences. 5. Knowledge and/or experience that will enable you to work effectively with a broad range of stakeholders in the biodiversity and/or environmental management domains. 6. Strong team player with demonstrated experience working in and/or leading teams, being inclusive and building and leveraging networks to deliver valuable outputs and outcomes in a timely manner. 7. Highly proficient computer skills including touch typing, Word, Excel, PowerPoint and proven ability to learn new systems.   **Desirable Criteria:**   1. An MBA or other relevant post-graduate degree would be highly regarded.   **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 **58377**. Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’).  Please load your CV (Maximum 2MB). You may also be required to respond to some screening questions.  If you experience difficulties applying online call 1300 984 220 for assistance. Outside Australian business hours please email: [careers.online @csiro.au](mailto:csiro-careers@csiro.au).  **Referees**: Please provide contact details of two previous supervisor or academic/professional referees in your resume/CV. We will ask your permission before making contact.  **Contact:** If after reading the selection documentation you require further information please contact:  Jim Lilleyvia email: [jim.lilley@csiro.au](mailto:jim.lilley@csiro.au) or phone: 02 6218 3452, between 12 - 28 September, and  Hamish Holewa via email: [hamish.holewa@csiro.au](mailto:hamish.holewa@csiro.au) or phone: 0400 027 653, between 31 September and 5 October.  Please do not email your application directly to Jim Lilley or Hamish Holewa. Applications received via this method will not be considered by the selection panel.  **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. We serve governments, industries, business and communities across the nation.  Find out more [www.csiro.au](http://www.csiro.au). |