# General Management – CSOF7

Role summary for potential applicants

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| Advertised Job Title**:** | Executive Manager, Portfolio Services |
| Reference Number**:** | 56449 |
| Classification**:** | CSOF7 |
| Salary Range: | AU $131,785 to AU $145,809 plus up to 15.4% superannuation |
| Location**:** | Preferred locations, NSW, VIC or ACT |
| Tenure: | Indefinite |
| 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**:** | General Management |
| Reports to the: | Director - Business and Infrastructure Services |
| Number of Direct Reports: | 3 |

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| **Role Overview:** |
| At the Commonwealth Scientific and Industrial Research Organisation (CSIRO), we do the extraordinary every day. We innovate for tomorrow and help improve today - for our customers, all Australians and the world. We imagine. We collaborate. We innovate. Australia is founding its future on science and innovation. 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. CSIRO is Australia's premier research body, delivering innovative science for the benefit of Australians.  CSIRO has a complex property portfolio of owned and leased facilities that comprises over 1,000 buildings spread across 59 locations within Australia and in three countries overseas. These scientific research, (including National Research Infrastructure) and office/administration facilities are diverse in ownership, type of property, age and condition.  The Executive Manager, Portfolio Services ensures the provision of high quality service and support to both internal and external stakeholders in the areas of Portfolio Management, Fleet Management and Engineering Workshops so that resources are optimised in terms of efficiency and effectiveness within CSIRO Business and Infrastructure Services (CBIS).  The proposed team is to allow for the single point responsibility for enterprise wide service and support to staff in the areas of Portfolio Management, Fleet Management and Engineering Workshops.  The Executive Manager, Portfolio Services will have carriage of the activities pertaining to the management of CSIRO’s portfolio (leasing, payment / invoicing coordinating, estate management, heritage, reporting data) as well as oversight of the development of a Property Management System. The role will also have oversight of the Workshops, facilitating the opportunity for consistencies of organisational wide service provision and leverage on economies of scale of machinery and expertise, and Fleet ensuring the team works closely with staff on sites.  Some of the responsibilities of the Executive Manager, Portfolio Services will include talent and capability management, general budget oversight, contribution to broader CBIS leadership initiatives, and broader stakeholder management.  Key relationships would be – Business Unit Directors, Regional Operations Managers (ROMs) and the Finance Business Unit. Within the CBIS Business Unit, their critical relationships are with the CBIS Executive Manager Regions, the staff and science groups, State managers of CBIS and managers within Property Planning, Projects and Sustainability. |

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| **Duties and Key Result Areas:** |
| **The Executive Manager, Portfolio Services will be expected (as a minimum) to exhibit the following professional and personal behaviours, capabilities and attributes:**   * Strong team leadership skills to navigate, build and motivate a high performing geographically dispersed team including managing through change and fostering a high-performance culture with clear definition of accountabilities. * Demonstrated commitment to health and safety, diversity and inclusion through values-based management. * Strong demonstrated experience/ high level understanding in Portfolio Management, Fleet management and Engineering Workshop operations and business development. * Sound interpersonal skills, incorporating excellent communication (written and verbal), and influencing and persuasiveness skills and able to work with staff and stakeholders across geographically-diverse locations and with a range of related/non-related business functions. * Demonstrated ability to work effectively across organisational/functional boundaries with strong collaboration and engagement capabilities and comfort. * Be adept at building, and maintaining, strong relationships with key stakeholders (specifically Business Unit Directors, Executive Manager Regions, Executive Manager Property Planning, Projects and Sustainability, and site leaders) and to influence change without direct line control * Able to apply high-level judgment, decision-making and risk-taking with clear direction and commitment to implementing longer-term strategic initiatives. * Ability to build functional capability through personal development and succession planning; implementing training, coaching, mentoring and relevant development strategies. * Possess future oriented thinking and ensuring knowledge transfer to improve capability by embedding and driving internal education; and delivering key messages for internal and external stakeholders.   **Indicative key responsibilities/ activities of the Executive Manager, Portfolio Services:**   * Oversight of the Portfolio management activities will include estate/asset and lease management, payment coordination, heritage, legal & environment, reporting data and system development and management. * Efficient and effective fleet management. * Provide guidance and high level support to ensure workshop services are customer focused and viable, leveraging on economies of scale of machinery and expertise within workshop team. * With the input of each manager, set appropriate budgets for the group, and have a general oversight of the budget, talent and capability management within a team (include workforce planning and succession planning). * Effective contribution to the CBIS leadership team. * Stakeholder management – internally with the CBIS Executive Manager Regions, particularly Executive Team as the State/City Sponsors, Business Unit Directors and Research Operations Managers (ROMs). * Contribute to leadership of the CBIS function, participate in whole of CBIS initiatives, communication, and culture change. |

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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 Bachelor’s Degree in business or engineering and/or other relevant tertiary qualifications or experience working with a complex and diverse portfolio within a public sector organisation. 2. **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment. 3. **Adaptability: Flexible in responding to change or when faced with external constraints, including the ability to identify and promote opportunities arising as a result of the change.**   ***Essential Criteria:***   1. Strong leadership and business acumen with the ability to set customer expectations, drive and deliver on hard line outcomes through managers and teams often within tight timeframes. 2. Demonstrated ability to think laterally and strategically with a high level of judgment and problem solving skills, particularly through ambiguity. 3. Demonstrated experience in change management, leading projects and fostering a culture committed to adaptability, diversity and inclusion, and customer centric compliance. 4. A proven track record of developing, maintaining and motivating high performance teams; building functional capability through personal development and succession planning; implementing training, coaching, mentoring and relevant development strategies within the broader team. 5. Sound interpersonal skills, incorporating excellent communication (written and verbal), and influencing and persuasiveness skills together with the ability to work with staff and stakeholders across geographically-diverse locations and a range of related/non-related business functions. 6. Highly-developed strategic planning skills, including the capacity to balance short and long term perspectives, and the ability to position CSIRO as a leading institution in terms of its business support services.   **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 56449. 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.  Where text responses are required, to avoid being timed out of the system we recommend that you prepare your responses off line 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**: 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 position details above you require more information please contact:  **Ms Janice Ip** via email: [Janice.Ip@csiro.au](mailto:Janice.Ip@csiro.au)  Please do not email your application directly to Ms Ip. Applications received via this method may 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. It serves governments, industries, business and communities across the nation.  Find out more! [www.csiro.au](http://www.csiro.au).  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.  Find out more! [CSIRO Balance](https://www.csiro.au/en/Careers/A-great-place-to-work/Work-life-balance)  **CSIRO Business & Infrastructure Services (CBIS)** is charged with managing the provision, maintenance and operation of all CSIRO's scientific and research facilities.  CSIRO has a complex property portfolio of owned and leased facilities that comprise over 1,000 buildings spread across a number of locations. These scientific and research facilities are diverse both in location and type.  CBIS delivers its services through its Enterprise functions, which incorporates strategic, capital and estate issues; while the CBIS teams within each region deliver the operational property services.  CBIS's strategy and operational activities align with CSIRO's strategic direction and scientific activities. |