# Administrative Services – CSOF6

Role summary for potential applicants

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| Advertised Job Title**:** | Manager, Property Planning (Portfolio Planning, Projects & Sustainability) |
| Reference Number**:** | 56452 |
| Classification**:** | CSOF6 |
| Salary Range: | AU $109,474 to AU $128,282 plus up to 15.4% superannuation |
| Location**:** | Preferred locations, NSW or ACT |
| Tenure: | Indefinite |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | Australian Citizens Only |
| Functional Area**:** | Administrative Services |
| Reports to the: | Executive Manager, Portfolio Planning, Projects & Sustainability |
| Number of Direct Reports: | TBC |

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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 Manager, Property Planning-Portfolio Planning, Projects & Sustainability (3PS), within Business and Infrastructure Services (CBIS), ensures the provision of high quality planning of CSIRO’s Property Portfolio through the development and stewardship of the Property Strategy, Rolling 10 year property plan and capital budgeting in a manner consistent with the advice of the Executive Manager, Portfolio Planning Projects & Sustainability.  The proposed team is to provide for the single point of responsibility for enterprise wide property planning, and for information / services also accessed by the rest of CBIS.  The functional responsibility would comprise the following:   * Property strategy * Rolling 10 year property plan (major and minor capital) * Capital budgeting   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 and State Managers, the Environmental Sustainability Manager, and Organisational Development & Change Business Unit (OD&C) – specifically from Change Management.  This is a security assessed position. Appointment into the position is subject to the successful applicant holding or having the ability to hold an Australian Government security clearance at the Baseline level. |

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| **Duties and Key Result Areas:** |
| **As the Manager, (3PS) you will be expected (as a minimum) to exhibit the following professional and personal behaviours, capabilities and attributes:**  • Understand and balance the needs of the Science Business Units and CSIRO Strategy and add value to their business by providing effective and efficient delivery of property planning.  • A working understanding and knowledge of developing New Policy Proposals (NPPs), and a deep appreciation of the mechanisms of Government and the Budget process.  • Excellent research and writing skills including the ability to complete succinct policy briefs as well as lengthy, comprehensive and relevant reports, to manage the Commonwealth government new policy proposal two pass process, coordinate complex projects.   * A high level of knowledge of program, policy and funding issues within the Commonwealth Government arena. * Communicate effectively and respectfully in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.   • A high level understanding of the delivery issues for property strategy development for dispersed geographies.  • Future focused and able to evaluate and identify opportunities to improve cost, quality, and compliance and customer service requirements.  • Able to think laterally and “big picture” and to anticipate and manage problems.  • Build and maintain strong working relationships with key stakeholders and to influence change without direct line control.  • Provide effective team management which fosters an environment that encourages new ideas and supports the development of emerging skills.  • Navigate confidently in situations or events which lack clarity and ambiguity. Actively seeking information about new work situations; striving to understand the rationale and implications for changes in work responsibilities or environment.  **Indicative key responsibilities/ activities of the Manager, Property Planning (3PS):**  • In conjunction with key stakeholders develop the periodic Property Strategy plan.  • Working closely with Environmental sustainability stakeholders and integrating minor and major capital works, prepare and develop a rolling 10 year property plan.  • Working closely with the Project Centre of Excellence (COE) on current open and ongoing projects delivery ensuring consistency of services and messaging to customers.  • Manage budgets, policies, business cases and approval submissions.  • Manage capital financial planning in conjunction with key stakeholders.  • Research and analysis of existing and emerging program areas within the Business and Infrastructure portfolio.  • Lead the development of Business Cases and New Policy Proposals including the production of policy briefs, memos, and full-length reports as required.  • Evaluate innovative approaches to projects on new or expanding program and policy areas.  • Ensuring timelines for internal and external governance requirements of Business Cases submission are met.  • Develop influential presentations that lead staff, and support CBIS deliver on projects.  • Create and maintain strong relationships with internal and external stakeholders through Business Case development.  • Prepare testimony and testify at Public Works Committee or other governance forums related to CSIRO’s activities.  • Identify, analyse and pursue funding options, including the creation of proposals, cover letters and supporting documentation. |

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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed*  ***Important information:***  ***This is a security assessed position and the successful applicant will need to obtain and maintain the appropriate security clearance.***  ***Pre-Requisites:***   1. **Education/Qualifications:** Tertiary qualification in a relevant area, such as public policy, science, property, economics or other related field and/or minimum of five years professional experience in policy and two years of related experience. 2. **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment. 3. **\*Security Clearance:** Must be an Australian Citizen and be willing and able to meet Baseline Level Australian Government Security requirements.   ***Essential Criteria:***   1. Strong people management skills particularly managing people and teams remotely. 2. Ability to work with ambiguity and to seek clarity with a track record in managing change and viewing new situations as an opportunity for learning and growth. 3. Demonstrated experience and capability to author papers in relation to property strategy, coordinate projects related to Commonwealth Government related new policy proposals, and other management processes. 4. Demonstrated experience providing compelling advice to senior stakeholders regarding strategy related matters, including related developments in Government policy and governance standards and practices. 5. Strong analytical and problem solving competencies to effectively achieve results. 6. Strong communication and interpersonal skills with the ability to influence stakeholders whilst providing a customer centric approach. 7. Proven capability in developing and maintaining collaborative relationships (externally and internally).   **\*Security Clearance:**  Applicants must be an Australian citizen, with successful candidate either holding or having the ability to obtain a Baseline Australian Government security clearance or undergo other employment suitability checks.  **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 56452. 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:  Janice Ip via email: [Janice.Ip@csiro.au](mailto:Janice.Ip@csiro.au)  Please do not email your application directly to Janice 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. |