# Position Description

## General Management – CSOF7

The following information is for applicants

|  |  |
| --- | --- |
| Advertised Job Title**:** | Executive Manager – Stakeholder Engagement |
| Job Reference: | 59264 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian Citizens Only |
| Security Clearance: | NV1 level clearance required |
| Salary Band: | CSOF7 - $134,421 - $148,725 |
| Reports to the: | Director Corporate Affairs |
| Tenure: | Indefinite |
| Number of Direct Reports: | 2 |
| Name and Contact Details For Applicant Enquiries: | Chris Olchoway, [christine.olchoway@csiro.au](mailto:christine.olchoway@csiro.au) or 02 9490 8170 |
| Contact Details For Applying: | Call 1300 984 220 or email [careers.online@csiro.au](mailto:careers.online@csiro.au). |
| How to Apply: | Please apply online at [jobs.csiro.au](https://jobs.csiro.au/) and enter the requisition number**.** Internal applicants please apply via ‘Jobs Central’ through the ‘People Hub’ icon |

**Role Purpose:**

Lead the development and delivery of strategic stakeholder engagement for CSIRO, in line with its

priorities, to strengthen understanding, knowledge and contribution of CSIRO with key stakeholder groups including Government, the R&D community and industry.

**Role Overview:**

Work collaboratively with senior leadership to develop the CSIRO engagement strategies to ensure

communications are targeted and effective and support the organisation, in line with CSIRO’s objectives.

Proactively manage stakeholder engagement, particularly Government, ensuring timely and accurate

responses to current issues and opportunities, to position CSIRO appropriately and promote confidence

in our strategy.

This role forms part of the Corporate Affairs Leadership Team, reporting to the Director Corporate Affairs, CSIRO.

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 NV1 level.

## Duties and Key Result Areas:

* Develop, drive and lead the Stakeholder Engagement function including setting strategy, creating and leading a high performance team, and managing a budget.
* Influence and contribute to cohesive, collaborative and innovative leadership teams across CSIRO and within CA, ensuring seamless and proactive connection between all areas of Corporate Affairs and the organisation more broadly – modelling desired culture and empowering high level delivery.
* Work with internal and external stakeholders including CSIRO Leadership team to develop, implement and evaluate stakeholder engagement and communications activities.
* Represent CSIRO appropriately in interactions with stakeholders.
* Maintain and nurture relationships with government, associated authorities, trade associations and all relevant committees and industry organisations and representative bodies.
* Monitor legislative and regulatory activities, promote our market position in alignment with CSIRO’s strategy for growth, and sustainability.
* Contribute to the strategic direction and policy development of CSIRO to input to, and participate in, a wide range of engagement activities.
* Provide high level strategic advice to key stakeholders, internally and externally, covering a wide range of issues and initiatives.
* Identify and anticipate issues (stakeholder, societal, policy‐related) which may impact CSIRO and

establish strategies to deal with risks and opportunities, and plans to proactively respond.

* Oversee and input to key Government process interactions including Senate Estimates, Budget and respond to Senate Orders and other significant inquiries.
* Work closely with the Corporate Communications (media/issues) team to develop and deliver

proactive engagement strategies and activities.

* Engage and manage stakeholders through change and issues which may impact CSIRO's reputation.
* Oversee communications activity and planning, including the development of a strategic

communication plan to support engagement, and the planning and delivery of campaigns.

* Support management and use of a Customer Relationship Management (CRM) System to track and report on stakeholder contacts, including Government.
* Provide direction to CSIRO Chief Executive on speeches and media releases, talking points, alerts, statements, briefs, etc, for key events.
* Work collaboratively with CSIRO’s Editorial and Content team to provide input to the digital

communications strategy to support broader stakeholder engagement activities.

* Flexibly and actively manage and assign resources within portfolio to ensure priority programs are supported.
* Build and lead a high performing team including responsibility for professional development and

individual and team performance through coaching, counselling, feedback, influencing and motivating individuals and teams.

* Manage operating budget for portfolio including forecasting and actual spend and annual budgeting.
* Provide expert advice and guidance to the team, acknowledging and promoting desired behaviours, to enable the growth of a high performing, positive and proactive Corporate Affairs culture across the organisation.
* Communicate openly, 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 as part of a multi-disciplinary, often regionally dispersed research team, and business unit to carry out tasks in support of CSIRO scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## CSIRO Competencies:

1. **Teamwork and Collaboration: Creates and fosters an environment in which there is a high level of cooperation within and between teams. Facilitates positive team relationships to build organisational interaction across CSIRO.**
2. **Influence and Communication: Uses complex influencing strategies, for example, assembling strategic coalitions, building behind the scenes support and the tactical use of information to gain support.**
3. **Resource Management/Leadership: Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency and understanding through integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.**
4. **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
5. **Independence: Commits significant resources in the face of uncertainty and takes calculated risks to improve performance and achieve challenging goals. Uses personal energy to drive change strategies. Formulates and implements contingency plans to minimise the impact of potential risks. Accepts personal responsibility for the outcomes of decisions/risks taken.**
6. **Adaptability:** Is flexible in response to external change or when faced with external constraints. Identifies and promotes the opportunities arising as a result of change.

**Selection Criteria:**

*Please note: Under CSIRO policy only applicants who meet all the essential criteria can be appointed*

***Pre‐Requisite:***

1. **Education/Qualifications:** A relevant tertiary qualification coupled with extensive experience in leadership and management within large or complex organisations.
2. **Experience:** A deep understanding of Stakeholder Engagement, Government liaison and policy, andthe responsibilities of organisations and leaders.
3. **Behaviours*:*** A history of demonstrated professional and respectful behaviours and attitudes in a collaborative environment.

***Essential Criteria:***

1. Demonstrated collaborative leadership skills – utilising collective leadership to create connection across all teams within the Corporate Affairs function and across the broader organisation to provide a seamless, organisation‐wide approach, leveraging specialist capability and establishing work priorities to enable delivery of high quality and timely outcomes.
2. Strong interpersonal skills, incorporating excellent communication (written and verbal), complex

influencing and persuasiveness strategies and ability to work with staff and stakeholders across

geographically‐diverse locations on a range of related and non‐related business functions to gain support.

1. A proven track record of building, motivating and supporting high performance teams ‐ fostering an environment and culture that encourages new ideas, knowledge transfer, and provides coaching and support for the development of emerging skills.
2. Proven ability to think laterally and strategically, develop and select an appropriate course of action and provide contingencies, particularly in the face of ambiguity.
3. Demonstrated energetic leadership ability to improve performance, drive and deliver challenging goals through managers, teams and others, resulting in strategic change.

**CSIRO is a values based organisation. In your application and at interview you will need to demonstrate behaviours aligned to our values of:**

1. Integrity of Excellent Science
2. Trust & Respect
3. Creative Spirit
4. Delivering On Commitments
5. Health, Safety & Sustainability

## Special Requirements:

Appointment to this role will be subject to the ability to obtain a national security clearance at the NV1 level. In order to apply for this clearance, applicants must be an Australian Citizen.

## About CSIRO:

We imagine. We collaborate. We innovate. To find out more visit us [online](http://www.csiro.au/)!