Executive Reporting Officer

Role summary for potential applicants

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| Advertised Job Title**:** | Executive Reporting Officer |
| Reference Number**:** | 58882 |
| Salary Range: | $97,276K - $105,269K plus up to 15.4% superannuation (CSOF 5) |
| Location**:** | Australian Technology Park (Sydney) or Black Mountain (Canberra) |
| Tenure: | Specified Term 3 years |
| Relocation assistance**:** | Will be provided to the successful candidate if required |
| Applications are open to: | Australian Citizens |
| **Security Clearance:** | Baseline |
| **Functional Area:** | Administrative Services |
| **% Client Focus - Internal:** | 90 |
| **% Client Focus - External:** | 10 |
| Reports to the: | Chief Operating Officer, CSIRO’s Data61 |
| Number of Direct Reports: | Nil |

**Role Overview:**

CSIRO’s Data61 is the largest data innovation group in Australia. We are unrivalled in our intellectual capital and our network with the global technology marketplace. The group brings together approximately 600 research and technology staff working in digital and data technologies to create benefit for Australia. Data61 develops Australia's future leaders with its strong 300+ PhD student program in collaboration with our best universities across Australia.

The Executive Reporting Officer is responsible for all business unit reporting within Data61. Key responsibilities include liaison with Business Unit offices to seek and coordinate information. Close liaison with the business units within the Digital, National Facilities & Collections group and the office of the CSIRO Chief Executive. This position calls for an individual with strong written and verbal communication skills and the ability to analyse and interpret data to formulate responses and reports.

Some interstate travel may be required in this role.

**Duties and Key Result Areas:**

* Provide high level support and advice to the COO on issues and interactions with key stakeholders and external parties;  
  Prioritise issues for the COO's attention and provide briefing notes/reports to facilitate effective action;
* Prepare and review correspondence, presentations and reports that deal with complex or sensitive matters;
* Identify emerging and unforeseen issues requiring the COO’s intervention and develop appropriate responses;
* Generate improved solutions to complex problems.

**Coordination**

* Coordinate internal and external reviews, responses to information requests, and reporting requirements;
* Coordinate and prepare responses to requests for Ministerial and Senate Estimates Briefs and other requests from the Chief Executive’s or Executive Director’s office;
* Project manage sensitive or complex Business Unit activities;
* Develop financial reporting as required for the COO.

**Compliance**

* Coordinate Business Unit compliance with CSIRO processes and governance requirements and other applicable legislative requirements;
* Provide oversight of the Business Unit risk management framework.

**Planning**

• Coordinate the preparation of strategic and operational Business Unit plans

**Communication**

* Coordinate effective communication within and about Business Unit matters between Business Unit leadership team members;
* Develop and maintain cross-organisational networks to facilitate effective Business Unit operations;
* Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO's reputation.

**Teamwork**

* Work as an autonomous member closely with the Data61 Chief Executive’s office to ensure smooth operations of the COO and CE’s offices;
* Work collaboratively with colleagues within your team, the business unit and across CSIRO, to reach objectives, leading staff and influencing other internal and external parties to achieve goals and promote CSIRO via external collaboration;
* Provide strategic leadership and advice to the COO.

**General**

* Adhere to the spirit and practice of CSIRO's Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.

**Selection Criteria:**

*Under CSIRO policy only those who meet all essential criteria can be appointed*

***Pre‐Requisites:***

* Tertiary qualifications or equivalent industry experience in a relevant discipline.
* Must be able to obtain a baseline security clearance which is only given to Australian Citizens.

***Essential Criteria:***

1. A confident and pro-active approach with the ability to work effectively in a dynamic executive team environment, and collaborate widely both internally and externally.
2. Very strong analytical skills with a proven ability to investigate underlying issues of complex and ill-defined problems and develop appropriate responses through abstract thinking and using creative solutions.
3. Excellent organisational skills with a demonstrated ability to independently manage competing complex demands; establish or renegotiate priorities; and meet deadlines, including the ability to effectively adapt in ambiguous, urgent and/or complex situations where information is incomplete or not available.
4. Proven experience in financial reporting.
5. Demonstrated experience in successful project management, including planning, engagement, monitoring and reporting to meet or exceed specified outcomes and timeframes.
6. Proven ability to coach and assist in the development of staff, utilising effective communication strategies to maintain high levels of productivity and trust.
7. Previous experience working in research or government would be an advantage.

Data61 is a values based organisation. Our leaders will be expected to demonstrate the following values:

1. **Hierarchy**: Country, Company, Team, Individual
2. **Openness**: Open debate, collaboration, full commitment
3. **Learning**: Calculated risks, institutionalise learning, fast cadence
4. **Impact**: Tackle hard problems, create the future, focus on outcomes
5. **Stewardship**: Lead, make each function and co. stronger over time

**Other Information:**

**How to Apply**

Please apply for this position online at <https://jobs.csiro.au/> and enter requisition number **58357**. Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’)

Please load your CV and cover letter (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: [csiro-careers@csiro.au](mailto:csiro-careers@csiro.au).

**Contact:** If after reading the position details above you require more information please contact:

**Mr Luke Mitchell**via email: [luke.mitchell@csiro.au](mailto:luke.mitchell@csiro.au) or phone: **+61 2 9490 5790**

Please do not email your application directly to Mr Mitchell. 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.

We’re working hard to recruit diverse people and ensure all our people feel supported to do their best work and empowered to let their ideas flourish.

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/the-csiro-experience/balance)

**About CSIRO Data61**

In today’s data-focused world, there’s no doubt that numbers count. [**Data61**](http://www.data61.csiro.au/) is the largest data innovation group in Australia, a connector that brings together technology innovators, businesses and universities to transform Australian industry and to help solve our greatest challenges. A CSIRO business, we are creating our data-driven future.

**Our commitment to you**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. We emphasise an individual’s growth and development which is supported by interacting and learning from world leading scientists and engineers, who provide the opportunity to challenge, transform and innovate new ideas.

CSIRO’s Data61 is committed to sourcing the brightest and best talent to become part of the Data61 family, which contributes to creating Australia’s data driven future.