# CSIRO - Chief Operating Officer

# (SES Band 3 equivalent)

The role

* **Are you a collaborative leader who will to inspire others and champion innovative practices?**
* **Do you challenge routine thinking to progress operations through problem solving skills and change management?**
* **Join a world class Science Research Organisation today!**

CSIRO is seeking to appoint a Chief Operating Officer who will report to CSIRO’s Chief Executive (CEO). The purpose of the Operations team is to make it easier for CSIRO to deliver great science through our business-aligned services.

The Chief Operating Officer will lead the Operations team which includes Finance, Business and Infrastructure Services, Governance and Corporate Affairs, as well as several key internal and external relationships and stakeholders.

The successful candidate will be expected to have a proven track record in operations, excellent interpersonal skills, sound judgement skills, commitment to strong delivery, problem solving skills and change management. A strong understanding of Australian Government priorities and operations ensure that CSIRO is positioned to deliver on its mission for Government. This role will also deputise for the CE as required.

CSIRO is looking for an innovative, collaborative, inclusive and inspiring leader to bring fresh and disruptive thinking across our Operations team.

The Chief Operating officer will possess a strong commercial acumen and proven track record of delivering business outcomes at scale.

To be successful, the candidate will demonstrate strength in leading diverse teams, understanding and navigating the nuances of Government, possess highly developed project management and motivational skills and experience, and have excellent communication skills and experience with a client focus. An effective Chief Operating Officer will have strong relationship, collaboration and influencing skills and experience, in a diverse stakeholder environment.

A key goal will be to ensure alignment of the day to day experience of working with CSIRO with its core purpose of solving Australia’s greatest challenges with science. This alignment is critical to empowering our people to operate more independently and with greater agility.

The successful applicant will be a dynamic and strategic leader and will drive CSIRO’s overall risk and commercial appetite. As a member of the CSIRO Executive Team, the Chief Operating Officer plays an important role in setting the strategic priorities, and bringing the voice of the 5,500 strong Team CSIRO people to the table. The Chief Operating Officer will lead high impact and geographically dispersed functions that are valued across the business.

Key result areas

**Champion of Culture and Purpose**

Drive process improvements to all aspects of operations to allow teams members to do the best work of their careers.

**Organisational Change Leader**

Drive systemic changes where needed within CSIRO to achieve its operations objections.

Guide and accelerate the organisation through transformations at scale, and ensure organisational agility to drive progress. Be a change leader and bring everyone together on the culture journey and position the organisation for the future of work

**Trusted Advisor and Coach**

Working with the Executive Finance Manager, oversee the financial management and forecasting of budgets and revenue to ensure CSIRO manages its budget.

**Functional Business Leader**

Oversee the project governance structure to ensure that teams deliver on time, on budget, and as planned. Work closely with the Business Development and Product Management teams to forecast capability requirements. Work with Executive team to lead the implementation and operationalise the CSIRO strategy.

Key personal attributes

We are looking for a person with a coherent career trajectory built on experiences and skills in the following.

* **Proven innovative leader:** leading successful teams with offices and teams working across multiple sites, complex change management experience, and talent focus.
* **Business leader:** business acumen, ability to assess and advise on critical people matters impacting on the business. Using domain, industry, financial, market and/or economic, information to understand and improve impact; using one’s understanding of major business functions, industry trends, and own organisation’s position to contribute to effective workforce planning strategies and tactics.
* **Driving for Results:** Setting high goals and driving change for personal and group accomplishment; using measurement methods to monitor progress toward goals; tenaciously working to meet or exceed goals while deriving satisfaction from that achievement and continuous improvement.
* **Engaging/Personable:** Respectfully attends to the needs and feelings of others to develop effective partnerships and relationships; relates to people easily and with humility.
* **Ability to operate effectively at multiple levels:** sit at executive table, work with the Executive Directors, build relationships with relevant external stakeholders and all levels of staff.
* **Driving Execution:** Translating strategic priorities into operational reality; aligning communication, accountabilities, resource capabilities, internal processes, and ongoing measurement systems to ensure that strategic priorities yield measurable and sustainable impact and outcomes.

Selection criteria

**Pre-requisite**

* **Education/qualifications:** Five or more year’s recent experience in a COO or General Management role.
* **Travel:** Willingness to undertake regular domestic travel.
* **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment.
* **Problem Solving:** Proven ability to resolve major, often unprecedented conceptual problems which have a significant impact upon the business unit, using original concepts and approaches.
* **Adaptability:** Able to be 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.

As Australia’s innovation catalyst, CSIRO has strategic actions underpinned by behaviours aligned to excellent science, inclusion, trust and respect, health, safety and environment, and delivery on commitments. In your application and at interview, you will need to demonstrate alignment with these behaviours.

**Key selection criteria**

1. Demonstrated exceptional communication and information presentation skills, both written and verbal and the ability to communicate at various levels.
2. A successful track record of dealing with and effectively influencing diverse stakeholder groups; including board of directors, government, industry, staff association/unions, other research bodies and agencies, and the general public.
3. The ability to work both independently and as part of a leadership team, taking initiative and exercising sound judgement in resolving matters to achieve process/operational improvement.
4. Proven management experience at a senior level; together with flexibility, capacity to adapt to changing circumstances and environments and, when necessary, navigating through ambiguity
5. Strong strategic awareness, leadership and business acumen with the ability to set expectations, drive and deliver on hard line outcomes, often within tight timeframes.
6. Innovative thinker, comfortable with ambiguity, change, and ability to turn a vision into reality.
7. Strong financial management experience and literacy, experience managing budgets and controlling income and expenditure and labour.
8. Superior commercial acumen and strategic thinking skills together with effective leadership and people management skills.

**Location:** Canberra, ACT

**Salary:** An attractive salary package negotiable

**Reference:** 58180

**Term:** 3 years

**Closing date:** 26 August, 2018

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 [Balance](https://www.csiro.au/en/Careers/A-great-place-to-work/Work-life-balance)

How to Apply:

Please include one PDF document containing:

One page pitch and your CV with two referees.

If you would like more information about this position please contact Janice Ip at [Janice.Ip@csiro.au](mailto:Janice.Ip@csiro.au) or 0459 821 209

About CSIRO

At CSIRO, we do the extraordinary every day. We innovate for tomorrow and help improve today – for our customers, all Australians and the world.

Our innovations contribute billions of dollars to the Australian economy every year. As the largest patent holder in the nation, our vast wealth of intellectual property has led to more than 150 spin-off companies.

With more than 5,000 experts and a burning desire to get things done, we are Australia’s catalyst for innovation.

CSIRO. We imagine. We collaborate. We innovate.

At the Commonwealth Scientific and Industrial Research Organisation (CSIRO), we shape the future. We do this by using science to solve real issues. Our research makes a difference to people, industry and the planet.

Our research includes the following business units:

* Agriculture and Food
* Australian Animal Health Laboratories
* Data 61
* Energy
* Land and Water
* Manufacturing
* Mineral Resources
* Oceans and Atmosphere

We are responsible for the following national facilities and collections

* Atlas of the Living Australia
* Biocontainment facility
* National Collections
* Scientific computing
* *RV Investigator*
* ASKAP (Australian Square Kilometre Array Pathfinder)
* The Dish