# Executive Manager, Office of Indigenous Engagement CSOF7

Role summary for potential applicants

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| Advertised Job Title**:** | Executive Manager, Office of Indigenous Engagement (OIE) – Identified position |
| Reference Number**:** | 58313 |
| Classification**:** | CSOF7 |
| Salary Range: | $134K to $148K plus up to 15.4% superannuation |
| Location**:** | Brisbane preferred, other locations considered |
| Tenure: | Term 3 years |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | Australian Citizens Only  Australian/NZ Citizens and Australian Permanent Residents Only   * All Candidates |
| Functional Area**:** | General Management |
| % Client Focus - Internal: | 80% |
| % Client Focus - External: | 20% |
| Reports to the: | Director, Organisational Development and Change (OD&C) |
| Number of Direct Reports: | 2 |

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| **Role Overview:** |
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| **Duties and Key Result Areas:** |
| * Lead the development and implementation of a CSIRO Reconciliation Action Plan (RAP) strategy to successfully manage all aspects of internal and external stakeholder engagement and communications including government, media, industry, community and staff. * In collaboration with business partners and support areas, lead the delivery of CSIRO’s RAP activities and impact including the development of work plans and reporting to track progress. * Provide strategic advice (proactive and reactive) and coaching to CSIRO’s executive and senior leadership on Indigenous staff issues and advocate for change to relevant CSIRO workplace practices through the preparation of Executive Team and CSIRO Board papers, issues management discussions and active representation of the OIE as part of the Science in Australia Gender Equity (SAGE) Implementation Team. * Represent CSIRO’s OIE on the Indigenous Strategic Advisory Council (ISAC) and Indigenous Engagement Implementation Committee (IEIC) and co-ordinate secretariat support for both committees through the OIE. * Deliver brand strategy for the Office of Indigenous Engagement including brand identity, and manage use of the brand for its programs and services including collaboration with research and commercial partners. * Make a significant contribution as a supportive and influential leader, including the provision of excellent team management and leadership to encourage new ideas and support the development of emerging skills. * Establish and lead an effective and efficient work team, manage the budget and take responsibility for developing work plans, allocating and monitoring resources and managing staff performance and career development. * Adhere to, promote and encourage the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives, and Zero Harm goals. * Other duties as directed. |

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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed*  ***Pre-Requisites:***   1. **Experience/ Education/Qualifications:** Demonstrated experience of high level, internal and external stakeholder engagement in the delivery of RAP specific or Aboriginal and Torres Strait Islander engagement projects. 2. **Communication: Excellent written and oral communication skills, evidenced by superior reporting, presentation and negotiation abilities, and the capacity to identify and influence critical stakeholders to gain support for contentious proposals/ideas.** 3. **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment. 4. **Problem Solving:** Proven ability to anticipate and manage significant issues, often in ambiguous situations, by evaluating and interpreting complex information and developing creative solutions and contingencies. 5. **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. Demonstrated understanding of and experience with, the cultural, social, economic and political dynamics of Indigenous Australia and, the capacity to effectively articulate and integrate these themes for positive impact in the design of successful high level organisational projects. 2. Experience leading successful reconciliation oriented projects within large organisations. 3. Experience in the execution of change and engagement strategies or plans for successful implementation of Reconciliation Action Plans in large and complex organisations. 4. Experience with sensitive and successful stakeholder engagement, including Aboriginal and Torres Strait Islander specific external bodies such as Land Councils and Traditional Owners. 5. **A strong history of establishing and working effectively in teams and a** record of leadership which encourages new ideas. Building trust and providing support for the development of emerging skills, including; influencing staff in observing corporate and professional standards, acting as trusted advisers, fostering effective client relationships, and ensuring alignment between client needs and CSIRO’s research objectives. 6. A significant record of delivery and results in this area plus the ability & willingness to incorporate and/or promote the inclusion of novel ideas and approaches into projects of all sizes and scale.   **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:** |
| **Eligibility for identified positions:**    Eligibility for identified positions is not confined to Aboriginal and Torres Strait Islander people. Positions are open to all persons, however applicants must be able to meet the essential selection criteria for these positions. An eligible applicant for an identified position is required to have knowledge of the culture and issues affecting Aboriginal and Torres Strait Islander people and is able to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people.  Where a non-Indigenous applicant meets the mandatory selection criteria, they should provide:   * At least one referee who identifies as an Aboriginal and/or Torres Strait Islander person to support their response to essential criterion 1 (above).   **How to Apply**  Please apply for this position online at <https://jobs.csiro.au/> and enter requisition number **58313**. Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’)  Please load your CV (Maximum 2MB). 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:  **Ricky Pena**via email: ricky.pena@csiro.au@csiro.au or phone: **+61 404 595 288**  Please do not email your application directly to Mr Pena. 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/The-CSIRO-Experience/Balance)  **CSIRO Organisational Development and Change (OD&C)** supports CSIRO to achieve its full potential by engaging people and challenging the status quo.  At CSIRO, we acknowledge how vital it is to foster individual growth and provide equal opportunities for success, and that people are the key to a thriving organisation. We support our people across both science and support services to deliver impact for Australia. |