# Administrative Services – CSOF5

Role summary for potential applicants

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| Advertised Job Title**:** | Strategy and Market Analyst |
| Reference Number**:** | 57956 |
| Classification**:** | CSOF5 |
| Salary Range: | AU $95K to AU $103K plus up to 15.4% superannuation |
| Location**:** | Clayton (Victoria), Pullenvale (Brisbane) or Black Mountain (Canberra) |
| Tenure: | Specified Term of 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**:** | Administrative Services |
| % Client Focus - Internal: | 100% |
| % Client Focus - External: | 0% |
| Reports to the: | Enterprise Planning Manager, Strategy Team / Office of the Chief Executive |
| Number of Direct Reports: | 0 |

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| **Role Overview:** |
| CSIRO’s vision is to be Australia’s innovation catalyst, boosting the country’s innovation performance and creating value for our customers that makes a positive difference to our nation. The focus is on Australia’s future and cultivating a competitive edge for participation in global industry.  The Strategy and Market Analyst will support the development and implementation of CSIRO's rolling strategy by providing evidence-based insights on CSIRO’s internal and external environments, in particular market, government and other opportunities.  Success in the role will require efficiently gathering and analysing relevant data and, collaborating with a range of stakeholders with an objective to inform strategy and investment decision-making processes.  The role will also provide close support to the Enterprise Planning Manager, to ensure framing, scoping, developing and solving strategic problems through structured, innovative and customer-focused problem-solving techniques, whilst thinking creatively and innovatively. The role will also support the build, co-ordination and management of working groups and ensure collaborative achievement of desired objectives and, finally reporting progress and outcomes through Corporate Plan and Annual Report. |

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| **Duties and Key Result Areas:** |
| * Conduct environmental and market research and analysis using highly efficient data gathering and analytical skills to provide insight into decision-making, development of new initiatives and to solve complex issues of national significance. * Scope and deliver high quality reports, presentations, submissions and other written material and verbal addresses. * Work with multiple stakeholders and manage individual projects to deliver on functional objectives and capitalise on opportunities for continuous improvement and innovation. * Facilitate workshops, meetings and discussion and communicate effectively and respectfully with all staff, customers and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO's reputation. * Promote a strong safety culture through active management of HSE performance and adherence to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals. * Any other duties within the scope of this position that may arise from time-to-time, for which the incumbent holds the skills and abilities to perform. |

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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed*  ***Pre-Requisites:***   1. **Education/Qualifications:** A degree in a relevant discipline such as Science, Engineering, International Business or Relations, Economics, Finance or related fields and either:  * A postgraduate degree in Business (i.e. MBA or equivalent), innovation or related field; or * Professional experience in strategy development in industry, government, science or innovation related activities.  1. **Communication:** The ability to clearly convey information and ideas, adapted to others needs and priorities, and establish effective interpersonal relationships with key internal and external stakeholders. 2. **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment. 3. **Adaptability:** Demonstrated ability to deal with ambiguity and adapt to changing circumstances and new responsibilities. 4. **Problem Solving:** Proven ability to investigate underlying issues of complex and ill-defined problems and develop appropriate responses through abstract thinking and using creative solutions.   ***Essential Criteria:***   1. Proven experience with rapidly sourcing, evaluating, synthesising and analysing a broad range of business, technical, policy and economic data. 2. Demonstrated innovative thinking skills and the ability to develop framework and strategies in line with organisational needs. 3. Demonstrated experience encompassing strategic project planning, implementation and problem solving. 4. Demonstrated experience building strategic relationships and collaborations with key stakeholders. 5. Strong skills in Microsoft PowerPoint and Microsoft Excel.   **Desirable Criteria:**   1. Professional experience in strategy development or Management Consulting firms or similar. 2. Strong Project Management skills – i.e. use of Microsoft Office Project or similar systems.   **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 **57956**. 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.  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 selection documentation you require further information please contact:  **Ms Bhawna Singh**via email: Bhawna.Singh@csiro.au or phone: **03 9545 8864**  Please do not email your application directly to Ms Singh. Applications received via this method will not be considered.  **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) |