# Position Description

## Technical Services – CSOF4

The following information is for applicants

|  |  |
| --- | --- |
| Advertised Job Title**:** | Science Performance Analyst |
| Job Reference: | 59543 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Percentage of Client Focus - Internal: | 100% |
| Percentage of Client Focus - External: | 0% |
| Reports to the: | Team Leader |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Adam Finch via email Adam.Finch@csiro.au *Please do not email your application to Adam Finch. Applications received via this method will not be considered by the selection panel.* |
| Contact Details For Applying: | Call 1300 984 220 or email 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 Overview:

The role of Technical Staff in CSIRO is to provide support for scientific research in a diverse range of laboratory and field situations across a range of different research projects. This support consists of the application of accepted technical practices and the development of new practices. The work is usually carried out as a member of a centralised service.

The Science Performance Analyst is a diverse position that provides data analysis, reporting and internal liaison at an enterprise and Business Unit level within CSIRO. The Analyst main focus is analysing annual projects, a number of bespoke and one-off projects as required.

## Duties and Key Result Areas:

1. Monitor CSIRO's science health and excellence to continue to ensure our brand is a guarantee of the highest quality scientific standards and trusted advice.

* Produce data analysis for CSIRO’s annual Science Health & Excellence Report.
* Contribute publication analysis to other CSIRO evaluation efforts, such as the Annual Report, organisational Key Performance Indicators and Business Unit Publication Reports.
* Perform other analysis as requested and required.

2. Support the use of robust and relevant measurement of science health and excellence

* Perform periodic quality assurance the publication and citation data CSIRO uses.
* Monitor and adopt community best practice in publications analysis.
* Conduct periodic evaluation of alternative data sources and their suitability for CSIRO’s needs.

3. Provide bibliometric support to other teams within CSIRO to inform their efforts towards the organisation's strategy.

* Offer researcher-level publication analysis across the organisation on an annual basis.
* Provide annual country and research field collaboration profiles to the Global team.
* Provide analysis to support projects as required, including Science in Australia Gender Equity, Research Training Organisation benchmarking and the Innovation Dashboard.

4. Contribute effectively to the functioning and achievements of the Science Impact & Policy team.

* Share knowledge and skills with others in the team, and support them with analysis as required.
* Maintain and update the team’s pages on the CSIRO intranet using the Sitecore system.
* Provide coverage of publication approvals inbox queries for as required.

## CSIRO Competencies:

1. **Teamwork and Collaboration: Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.**
2. **Influence and Communication: Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.**
3. **Resource Management/Leadership: Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.**
4. **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
5. **Independence: Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).**
6. **Adaptability:** Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

## Selection Criteria:

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

* A tertiary qualification in a quantitative field, such as a scientific discipline or economics.
* Experience conducting quantitative data analysis for verbal and written reporting to a range of clients
* Extensive experience with Microsoft Excel, including the use of advanced functions.
* Experience with the Microsoft Office Suite, including Word, PowerPoint and Access.
* Knowledge and experience working with data integrity.
* Experience in identifying complex or ill-defined problems and develop appropriate alternative solutions.
* Strong written and verbal communication skills.

***Strongly Desirable Criteria***

* Experience within a Research Officer, Publisher, Bibliometric Data Provider or writing published research.
* Experience with constructing, querying and maintaining relational databases.
* Experience with MS Excel VBA or another programming language.
* Experience in using statistics with non-normally distributed data.
* Experience with network analysis.

## About CSIRO:

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