# Administrative Services – CSOF6

Role summary for potential applicants

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| Advertised Job Title**:** | SME Engagement Manager |
| Reference Number**:** | 57522 |
| Classification**:** | CSOF6 |
| Salary Range: | An attractive remuneration package will be offered including base salary of $109,000 to $128,000, superannuation of up to 15.4%, a motor vehicle allowance and a performance bonus. |
| Location**:** | Canberra |
| Tenure: | Specified term of 12 months |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | Australian Citizens and Permanent Residents Only |
| Functional Area**:** | Administrative Services |
| % Client Focus - Internal: | 10% |
| % Client Focus - External: | 90% |
| Reports to the: | Director, SME Connect |
| Number of Direct Reports: | 0 |

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| **Role Overview:** |
| The SME Engagement Manager will work in CSIRO’s SME Connect team as a research facilitator in the Innovation Connections element of the Department of Industry, Innovation and Science Entrepreneurs’ Programme. SME Connect facilitates linkages between Australian SMEs (small to medium sized enterprises) and publicly funded research organisations (PFROs). The SME Engagement Manager will undertake business development to identify Australian SMEs seeking to utilise research to grow and generate wealth, facilitate engagement between the companies and PFROs, and support applications for Innovation Connections grants for company-led research and development projects with PFROs such as the Australian universities and CSIRO. The SME Engagement Manager will work with companies in the following Industry Growth Sectors: * Advanced Manufacturing
* Medical Technologies and Pharmaceutical
* Oil, Gas and Energy Resources
* Mining, Equipment and Technology Services
* Food and Agribusiness
* Companies providing enabling services and technologies in the above sectors – such as ICT

The SME Engagement Manager will work with companies and research organisations in the ACT and southern and western NSW, and will be required to drive a motor vehicle to visit regional stakeholders.  |

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| **Duties and Key Result Areas:** |
| * Build and manage a pipeline of opportunities to deliver Innovation Connections facilitation services to individual SME businesses through development of relationships and networks across industry, research organisations, and Entrepreneurs' Programme Industry Partners.
* Work with SMEs to understand their business needs, assess knowledge gaps, and identify potential for them to benefit from research.
* Connect the SMEs with the best capabilities and facilities in Australia’s research organisations.
* Facilitate the development of research projects between SMEs and research organisations.
* Support the successful application by SMEs for Innovation Connections grants to undertake projects with research organisations.
* Manage the establishment of commercial agreements between the parties.
* Work collaboratively with colleagues from within the SME Connect team, and across CSIRO and the Entrepreneurs’ Programme.
* Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Generate improved solutions to complex problems using creativity, reasoning and past experience.
* Adhere to 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. **Education/Qualifications:** Tertiary qualifications, preferably in science/engineering and business with extensive business development experience, or equivalent skills, knowledge and experience.
2. **Communication:** Excellent written and oral communication skills.

***Essential Criteria:*** 1. Demonstrated skills and experience in the establishment and delivery of industry-led research and development projects, gained from working in a publicly funded research organisation (PFRO) or working in businesses that have successfully engaged with PFROs.
2. Strong business development expertise and commercial acumen, including excellent relationship establishment skills, and the ability to negotiate with and influence senior business managers and owners, to gain support for research and development proposals.
3. A proven track record in the leadership and management of commercial research and development transactions in a PFRO context.
4. Significant industry experience and understanding of at least one of the Australian Government’s Industry Growth Sectors and enabling services and technologies within these sectors, such as Information and Communications Technology.
5. Practical understanding of the operating environment of Australian businesses including the constraints, drivers and opportunities facing SMEs.
6. A demonstrated history of working independently and determining personal work priorities to achieve performance targets while contributing to a positive team environment.

***Desirable Criteria:*** 1. Established networks across businesses, industry associations, intermediaries and research organisations in the ACT and regional NSW.
2. Understanding of the application of Information and Communications Technology to Australian businesses.

**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 [www.csiro.au/careers](http://www.csiro.au/careers). You may be asked to provide additional information (online) relevant to the selection criteria. If so, then responding will enhance your application so please take the time to provide relevant succinct answers. Applicants who do not provide the information when requested may not be considered.If you experience difficulties applying online call 1300 301 509 and someone will be able to assist you. Outside business hours please email: csiro-careers@csiro.au. **Referees**: If you do not already have the names and contact details of two previous supervisors or academic/ professional referees included in your resume/CV please add these before uploading your CV.**Contact:** If after reading the selection documentation you require further information please contact: Mr Simon Hansonvia email: simon.hanson@csiro.au or phone: +61 3 9545 2752Please do not email your application directly to Mr Hanson. 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) **CSIRO SME Connect**CSIRO’s national SME Connect team facilitates linkages between Australian SMEs (small to medium sized enterprises) and research organisations. SME Connect provides a single point of contact for Australian SMEs to interact with CSIRO, universities and public research organisations. The team works with SMEs to identify opportunities for research to benefit their business, connects them with the best Australian researchers, and facilitates access to research project grants. |