# Position Details

## Administrative Services- CSOF4

|  |
| --- |
| The following information is for applicants |
| Advertised Job Title | Business Development Advisor |
| Job Reference | 64318 |
| Tenure | Indefinite Full-time  |
| Salary Range | AU$83,687 to AU$94,679 pa + up to 15.4% superannuation |
| Location(s) | Werribee, VIC |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian PermanentResidents Only |
| Position reports to the | Team Leader, BD&C |
| Client Focus – Internal | 30% |
| Client Focus – External | 70% |
| Number of Direct Reports | 0 |
| Enquire about this job | Andrew Chalmers via email at Andrew.Chalmers@csiro.au |
| How to apply | Apply online at <https://jobs.csiro.au/> Internal applicants please apply via **Jobs Central**If you experience difficulties when applying, please email careers.online@csiro.au or call 1300 984 220. |

### Role Overview

## Administrative staff in CSIRO provides administrative and management services to support the effective provision of research and development activities. This involves the development and implementation and/or administration of policies, systems and procedures that assist the organisation and the business units to achieve their objectives and meet Government and regulatory responsibilities.

Reporting to the Business Development & Commercialisation (BD&C) Team Leader, the role works closely with the BD&C Team Leader, and BD&C Managers in the Food Program to engage with clients and internal stakeholders (scientists and support operatives) to identify, process and close BD opportunities. This role works closely with internal stakeholders and SME clients, promoting a strong customer service orientation to all parties.

The goal of the food research program is to deliver science that underpins the development and delivery of healthy, safe and sustainable foods, food ingredients and beverages for the Australia’s food industry and global consumers.

### Duties and Key Result Areas:

* As part of a BD&C Team servicing the Food Industry, develop a portfolio of commercial relationships with new and existing clients (with a particular focus on SME’s) and partners aligned to the Agriculture & Food (Ag & F) strategy.
* Finalise project plans and process contracts with internal and external clients.
* Assess and process requests for contract variations as they relate to modification of milestones for research projects programs.
* With respect to SME grants, assist in collating information from researchers, other staff and clients and format and submit the documents to granting bodies.
* Develop and apply a knowledge of CSIRO Business Unit processes, systems and tools relevant to BD, including operational planning, contracting, IP management and freedom to operate principles, pricing and pipeline management.
* Maintain opportunity pipeline of projects and contracts via CSIRO workflow systems to ensure accurate forecasting, visibility of opportunities and support closing deals across the Food Program.
* Proactively create a portfolio of ‘trusted advisor’ relationships with clients, partners, and key internal stakeholders to drive BD activities and achieve objectives.
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary, often regionally dispersed research team, and business unit to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## **Required Competencies:**

* **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.
* **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.
* **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.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **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**

#### Essential

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

1. Relevant degree in Business, Science, Finance or Economics or equivalent relevant work experience
2. At least 5 years of Business Development experience
3. Team player with demonstrated experience in managing and tracking activities through a process, proactively engages with all stakeholders to ensure information is relevant, up-to-date, processed appropriately and communicated.
4. Utilising the broader BD&C team and internal and external networks in delivering results, as well as sharing knowledge and learnings and leveraging expertise as a collective approach.
5. A demonstrated ability to navigate multiple internal and external stakeholders to close deals.
6. Demonstrated understanding of commercial policies, procedures and risk tolerances, industry and stakeholder needs and market insights in the Agriculture/Food sector.
7. Demonstrated ability to maintain opportunity pipeline and workflow systems to ensure accurate forecasting and visibility of opportunities across the BU.
8. Demonstrated ability to independently manage a work program as well as being an active member of a team.

## **Desirable:**

1. Demonstrated ability to work in a small team.
2. Previous experience of working in an R & D institution or equivalent.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

Include if relevant:

* The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!