# Administrative Services - CSOF5

Role summary for potential applicants

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| Advertised Job Title**:** | Events and Partnerships Officer – Data61 |
| Job Reference: | 62034 |
| **Salary Range:** | AU $98k to AU $106k per annum, plus up to 15.4% superannuation |
| **Location:** | Eveleigh (Sydney) New South Wales |
| **Relocation assistance:** | Will be provided to the successful candidate if required. |
| Tenure | Term of approximately 12 months (ending 31 July, 2020) |
| Applications Are Open To: | Australian Citizens Only  Australian/New Zealand Citizens and Australian Permanent Residents Only   * All Candidates |
| Reports to the: | Communication Manager, Data61 |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Sarah Aldridge [Sarah.Aldridge@data61.csiro.au](mailto:Sarah.Aldridge@data61.csiro.au) |
| Contact Details For Technical Issues: | Call 1300 984 220 or email [careers.online@csiro.au](mailto: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:

CSIRO’s Data61 is Australia’s premier data innovation network.

As part of both CSIRO Corporate Affairs and the Data61 communication team, the Data61 Events and Partnerships Officer is responsible for developing and implementing an overarching strategy to grow and nurture Data61’s stakeholder network. Stakeholders in this network include: government, corporates, SMEs, universities, board members, start-ups, students, investors and researchers. The position involves the development and implementation of various programs aimed at driving collaboration between stakeholders and promoting Data61’s R&D capabilities. Existing programs include Data61’s annual conference, D61+LIVE, which the Events and Partnerships Officer will manage.

Now in its fourth year, D61+LIVE is two-day forum and exhibition happening in October in Sydney that examines and demonstrates cutting-edge data science and technology that is shaping our industries, experiences and society. The event will host 2,000+ delegates, showcase data science and technology innovations, and feature 50+ international and local speakers.

## Duties and Key Result Areas:

* Work with Data61 Business Development and Commercialisation team to develop an overarching strategy and programs to grow and nurture the Data61 network.
* Project manage the delivery of large scale events, such as D61+ LIVE and other executive membership programs (including budget management, contract negotiation, engaging and managing suppliers, managing staff, logistics, reporting etc.).
* Take a lead role in coordinating other events as required.
* Work with the wider communication team (marketing officer and social media and content communications advisor) to promote D61+ programs/events on social media, email and via other channels as needed.
* Account manage existing partnerships, such as coordinating Data61 speakers to feature in stakeholder events.
* Contribute to the implementation of the BU communication strategy, ensuring alignment with the broader Corporate Affairs strategy.
* Deliver effective communication outcomes using sound judgment and applying contemporary communication skills.
* Maintain a flexible, adaptive and responsive approach in delivering one CSIRO activities across the wider Corporate Affairs team.
* 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 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.

## Selection Criteria:

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

***Pre-Requisites:***

**Education/Qualification:** Relevant qualifications in events/business management or equivalent.

**Communication:** High-level written and oral communication skills, including the ability to clearly and succinctly convey information and ideas to individuals and groups.

***Essential Criteria:***

1. Demonstrated experience interacting with a diverse set of stakeholders, including senior business people and government officials.
2. Demonstrated experience developing and delivering successful events.
3. Highly developed organisational skills, with experience using CRM systems and an ability to quickly gain competence on new technology platforms.
4. Proven ability to readily adapt to changing circumstances and to operate well with situations that lack clarity in order to achieve team objectives.
5. Initiative and flexibility to contribute and work collaboratively across the wider Corporate Affairs function, to achieve One-CSIRO outcomes.
6. Ability to build and maintain excellent collaborative relationships with internal and external stakeholders that help to achieve positive outcomes

## *Desirable Criteria:*

1. Experience working in digital, technological, engineering or science areas and a good understanding of emerging technologies, the digital science domain, and its application to related scientific endeavours.
2. Project management experience.

## About CSIRO:

We solve the greatest challenges through innovative science and technology. [Discover more about CSIRO](http://www.csiro.au/)

Find out more about [CSIRO’s Data61](https://www.data61.csiro.au/).

**CSIRO’s Commitment to Diversity**

We’re working hard to recruit diverse people and ensure all our people feel supported to do their best work and empowered to let their ideas flourish. [D&I Strategy](https://www.csiro.au/en/about/policies-guidelines/working-at-csiro/diversity-strategy)

**Flexible Working Arrangements**

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. [Balance](https://www.csiro.au/en/Careers/The-CSIRO-Experience/Balance)

**Applications Close**

Thursday 27 June, 2019 (11:59pm AEST)