# Position Description

# General Management - Employee or Contractor (to be negotiated)

The following information is for applicants

|  |  |
| --- | --- |
| Advertised Job Title**:** | Senior Indigenous Project Manager |
| Job Reference: | 60770 |
| Relocation Assistance**:** | No |
| Applications Are Open To: | Australian Citizens Only  Australian/New Zealand Citizens and Australian Permanent Residents Only   * All Candidates |
| Percentage of Client Focus - Internal: | 30% |
| Percentage of Client Focus - External: | 70% |
| Reports to the: | Project Executive Sponsor: Anita Hill, Executive Director Future Industries |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Rob Grenfell via email [Rob.Grenfell@csiro.au](mailto:Rob.Grenfell@csiro.au)  Please do not email your application to Rob. Application received via this method may not be considered by the selection panel. |
| Contact Details For Applying: | 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 is investing in the scoping of an Aboriginal and Torres Strait Islander led, Indigenous Futures Science Program. The science program will focus on creating a unified, program to tackle national challenges prioritised by Indigenous Australians. It will also address new science opportunities, and undertake cutting edge science by and with Aboriginal and Torres Strait Islander peoples.

The scoping project requires the appointment of a Senior Indigenous Project Manager - a role that is an Aboriginal or Torres Strait Islander identified position.

The filling of this position is intended to constitute a special measure under section 8(1) of the Racial Discrimination Act 1975 (Cth) and Sect 14(D) of the NSW Anti-Discrimination Act, 1977 NSW.

The role requires excellent leadership, project management and co-development skills and experience. The Senior Indigenous Project Manager will have high level experience in the development of Indigenous investment case activities and be someone who has developed and maintained a positive reputation across Aboriginal and Torres Strait Islander communities.

The Senior Indigenous Project Manager works on behalf of the Indigenous Futures Science Program and the Project Steering Group to manage the ongoing project with cultural integrity and to agreed specifications and tolerances. The Senior Indigenous Project Manager will make sure the final product of the investment case embeds cultural integrity and is delivered to the required standard within time and cost budgets.

## Duties and Key Result Areas:

* Manage complex interactions with a variety of clients, developing and promoting the benefit of the proposed initiative, working inclusively with the Aboriginal and Torres Strait Islander project members to promote capability and enhance capacity.
* Provide high-level leadership and management to the scoping project, provide strategic advice to the Project Steering Committee, CSIRO Executive, Directors and/or Research Directors concerning project issues, influencing organisational and/or Government decisions.
* Under broad guidance, fulfil the role of Project Manager, developing and managing the work plan, resources and be responsible for timely delivery of milestones with cultural integrity.
* Oversee and contribute to engagement forum planning and delivery. Engage with external Aboriginal and Torres Strait Islander leaders and participate in the First Nations & CSIRO Indigenous Futures Reference Groups.
* Represent CSIRO at external and internal forums/events, advocating CSIRO’s position with government bodies and securing network support for the project.
* Provide Indigenous leadership and be the external Indigenous voice for the scoping project. 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, regionally dispersed team, 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.

## CSIRO Competencies:

1. **Teamwork and Collaboration: Creates and fosters an environment in which there is a high level of cooperation within and between teams. Facilitates positive team relationships to build organisational interaction across CSIRO.**
2. **Influence and Communication: Uses complex influencing strategies, for example, assembling strategic coalitions, building behind the scenes support and the tactical use of information to gain support.**
3. **Resource Management/Leadership: Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency and understanding through integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.**
4. **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
5. **Independence: Commits significant resources in the face of uncertainty and takes calculated risks to improve performance and achieve challenging goals. Uses personal energy to drive change strategies. Formulates and implements contingency plans to minimise the impact of potential risks. Accepts personal responsibility for the outcomes of decisions/risks taken.**
6. **Adaptability:** Is flexible in response to external change or when faced with external constraints. Identifies and promotes the opportunities arising as a result of change.

## Selection Criteria:

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

1. Evidence of the ability to lead operations, people and business activities across an organisation and coordinate complex internal and external stakeholder management, demonstrating strong engagement skills with Indigenous Australia, and strategic relationship management capability.
2. Demonstrated leadership within a multi-disciplinary team environment; and a track record in supporting the growth of Aboriginal and/or Torres Strait Islander staff.
3. Demonstrated success in the delivery of project outcomes and investment case with cultural integrity (on budget, on schedule, to scope, to stakeholder expectations and with appropriately mitigated risks) for multi-disciplinary, complex projects.
4. A record of leadership which encourages new ideas, builds trust and provides support for the development of emerging skills, including influencing staff in observing corporate and professional standards, acting as trusted advisers, fostering effective client relationships, and ensuring alignment between client needs and CSIRO’s objectives.
5. A significant record of innovation and creativity plus the ability and willingness to incorporate and/or promote the inclusion of novel ideas and approaches into projects of all sizes and scale.

## About CSIRO:

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