# Position Details

*Relationship Advisor/Coordinator (Global Partnerships)*

## Administrative Services – CSOF5

The following information is for applicants

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| Advertised Job Title**:** | Relationship Advisor/Coordinator (Global Partnerships) |
| Job Reference: | 60639 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian Citizens Only |
| Percentage of Client Focus - Internal: | 70% |
| Percentage of Client Focus - External: | 30% |
| Reports to the: | Global Partnerships Manager |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries : | Cher Page via email at [cher.page@csiro.au](mailto:cher.page@csiro.au) |
| 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’ in SAP (click ‘Recruitment’) |

## 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.

The Relationship Advisor/Coordinator (Global Partnerships) will be part of a vibrant team who are the primary point of contact within CSIRO for large-scale collaborative activities with international institutions, and international branches of commonwealth departments. This role will project manage strategic engagement activities with CSIRO’s global network, CSIRO business units and CSIRO’s partners

at the institution-level.

## Duties and Key Result Areas:

* Develop and maintain strong trusted advisor relationships with CSIRO staff, international partners and commonwealth government departments
* Develop and implement a work program in conjunction with business units that delivers to the goals and strategic direction of each partnership
* Assist steering committees of major partnerships through secretarial support and the pro-active management of the steering committees activities and engagement with the partner
* Monitor progress against work programs and make recommendations for deeper connections
* Deliver one or more Communities of Practice within CSIRO
* Communicate effectively and transparently across CSIRO so all current and future opportunities aligned to these partnerships are known to relevant CSIRO stakeholders
* Develop a geographic speciality based on interest and experience. Be the Global team’s point of contact for this region(s) and proactively share this knowledge with the Global team and CSIRO staff
* Make arrangements for visiting delegations to CSIRO locations
* Liaise with key stakeholders to determine their needs, tailoring solutions to potentially conflicting requirements, taking personal responsibility for stakeholder satisfaction, and correcting problems promptly and in a constructive manner
* Establish networks with other professionals in your field to ensure that the service provided continues to add value
* Under limited direction, use technical expertise to lead a range of support activities/functions, or be responsible for a number of smaller projects, with independence of action within their own function, achieving results through the use and allocation of available resources, within constraints laid down by managers (including responsibility for results)
* Actively project manage a small team or project group to ensure successful delivery of various projects, including improvement projects
* Display a willingness to influence the decision of managers by recognising the need for change in initiating innovative solutions/proposals
* 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 and to carry out tasks in support of CSIRO’s 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.

## 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:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
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:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
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.

## Essential Criteria:

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

1. A diploma/bachelor’s degree in relevant disciplines or relevant work experience
2. Proven ability to establish and develop strong stakeholder relationships utilising influencing skills to gain support for new initiatives both within and outside an organisation
3. Strong organisational skills with demonstrated experience in project coordination and management of a variety of stakeholders in high pressure situations
4. High degree of judgement, flexibility in thinking, diplomacy and sensitivity to interacting with people from different cultural and professional backgrounds
5. The ability to work effectively in a team environment, proactively collaborating and consulting with internal and external stakeholders to accomplish objectives
6. **Demonstrated ability to investigate underlying issues of complex and ill-defined problems and develop appropriate** responses through abstract thinking and using creative solutions.

## Desirable Criteria:

**1.** Multilingual

2. Project management qualification.

## Special Requirements:

**Security Clearance:**This is a security assessed position. Applicants must be an Australian citizen, with successful candidate either holding or having the ability to obtain a Negative Vetting 1, Australian Government security clearance.

**Note:**   
-CSIRO utilises the Australian Government Security Vetting Agency to conduct its security clearances. Further information regarding security clearances may be found at <http://defence.gov.au/AGSVA/resources.asp>

-To obtain an Australian Government security clearance, 10 years’ worth of background information verifiable by independent and reliable sources is required.

## About CSIRO:

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

Find out more about CSIRO [Global](https://www.csiro.au/en/About/International)