# Position Description

**Research Management – CSOF7**

The following information is for applicants

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| Advertised Job Title**:** | Synthetic Biology FSP Assistant Leader / Deputy Leader |
| Job Reference: | 60004 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | * All Candidates |
| Percentage of Client Focus - Internal: | 65% |
| Percentage of Client Focus - External: | 35% |
| Reports to the: | Future Science Platform Leader |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries | If after reading the position details above you require more information please contact: **Claudia Vickers** via email: Claudia.Vickers@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’ through the ‘People Hub’ icon |

## Role Overview:

This is an exciting leadership role focussed on supporting the CSIRO Synthetic Biology Future Science Platform Director in management of the program. [Future Science Platforms](http://www.csiro.au/en/About/Future-Science-Platforms) are an investment in science that underpins innovation and that has the potential to help reinvent and create new industries for Australia. FSPs will see us grow the capability of new generation of researchers and allow Australia to attract the best students and experts to work with us on future science. They are strategic investments aimed at developing capacity in areas of identified future importance for Australia. FSPs are both impact and science focused, developing innovative scientific solutions with industry, government and university partners. They support world class, coherent and creative research teams which integrate science and delivery over the long term, looking to the future science needs of CSIRO and our partners with a 5 to 10 year vision.

To position Australia to build a vibrant synthetic biology research and development community to support the bio-based industries and ecoengineering activities of tomorrow, CSIRO has established the [Synthetic Biology FSP](https://research.csiro.au/synthetic-biology-fsp/) (SynBioFSP). Synthetic Biology (SynBio) is the design and construction of biological parts, devices, and organisms (usually based on DNA-encoded componentry); and their application for useful purposes. The SynBioFSP has a mission to develop capacity in synthetic biology within CSIRO and across Australia, in a collaborative and transparent manner. Science capability is strongly aligned with CSIRO business unit capabilities and will allow CSIRO to deliver novel future outcomes for external partners. The program started as a $13 M investment and is now a $60 M R&D program with over 200 people nationally and internationally contributing to over 60 projects and significant leveraging from research partners. The program is very complex with multiple stakeholders and internal and external relationships, including national and international partners. The FSP is focussed on developing exciting ‘blue sky’ research, which will position Australia to ultimately build a national synthetic biology industry. It is a long term investment with a decadal vision, and is currently positioning to grow translational capabilities and business development opportunities.

## Duties and Key Result Areas:

**Duty Statement**

The Assistant/Deputy Leader will support the SynBioFSP Director to deliver on the strategic objectives of the FSP and support the rapidly growing program as it transitions from fast start-up mode to consolidation and long term planning. The SynBioFSP Assistant/Deputy will work with SynBioFSP Director and support staff (including a Project Manager, an Administration Officer, Communications staff, Finance staff, Legal staff and Business Development staff) to support the FSP in wide ranging internal and external activities, including program management, strategic advice, negotiation, business development, and other activities as required.

The key responsibilities of the role include:

***CSOF6 Assistant Leader***

* Coordinates support to the platform through service delivery of Enterprise Support functions and separately funded business development, finance and education roles.
* Assists with financial management, contract management, coordination of communications strategies, intellectual property portfolio, and education and outreach activities.
* Assists with tracking of milestones and preparation of reports
* Support engagement, knowledge, and partnership brokering with other business units and a wide range of external stakeholders from academia, Government, industry, NGOs, and funding bodies
* Support development of program strategy, undertake budgeting, and reporting
* Assist with preparation of high level internal and external reports, briefings, and other strategic documents
* Facilitate the communication of SynBio FSP strategy and Platform goals to internal and external stakeholders;
* Assist the Land and Water Executive Officer or Executive Assistant to coordinate material needed for reviews, reports or to respond to information requests
* Is empowered and has a strong delegation base to enact the role.
* Influence staff in observing corporate and professional standards.
* Foster collaboration and interactions between scientists and clients.
* Act as trusted advisers, demonstrate creativity in anticipating and adapting quickly to changes in client needs and market changes, and ensure alignment between client needs and research objectives.
* Operate with limited direction within agreed objectives that are aligned with Business Unit/ Sector strategies.
* Play a strategic role in which responsibility is taken for the coordination of multi-program, cross-business unit and/or multi-sectoral research.
* 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.

***CSOF7 Deputy Leader***

In addition a CSOF7 appointee will:

* Represent and negotiate on behalf of CSIRO, at the project level, developing new commercial opportunities.
* Support the SynBioFSP Director in strategy development in partnership with the SynBioFSP Executive and relevant Business Units
* Lead preparation of high level internal and external reports, briefings, and other strategic documents
* Develop and maintain effective client relationships, based on knowledge of the client's business and by identifying underlying needs.
* Carry out commercial development activities within a research area, preparing or contributing to project proposals.
* Promote and advocate for the relevant research area and consequently have significant input into the development of government, industry and or public opinion.
* Be involved in funding negotiations and advise on resource allocation.
* Be involved in external activities within the relevant scientific or industry community (e.g. serving on committees).

## Competencies:

1. **Behaviours:** Capable of professional and respectful behaviours and attitudes in a collaborative environment.
2. **Communication:** Excellent written and oral communication skills, evidenced by high-level reporting, presentation and negotiation abilities, and the capacity to identify and influence critical stakeholders to gain support for complex proposals/ideas
3. **Leadership:** The ability to choose appropriate management strategies and communication styles to maintain high levels of motivation and productivity, giving feedback for development purposes and providing support for improvement.
4. **Problem Solving:**Proven ability to anticipate problems in ambiguous situations, develop appropriate solutions based on thorough evaluation and interpretation, and defend the conclusions with reasoned arguments
5. **Adaptability:**Demonstrated ability for flexibility in thinking and adapts to and manages ambiguous and complex projects and stakeholders by adapting strategies, goals and priorities

## Selection Criteria:

*Under CSIRO policy only those who meet all selection criteria can be appointed. Please address all selection criteria in your application.*

***Essential Criteria:***

1. A doctorate ideally with experience; or managerial qualifications combined with significant experience in a relevant discipline area, such as molecular biology, synthetic biology, biotechnology, or a related discipline.
2. Excellent interpersonal skills, including written and oral communication skills, evidenced by high-level reporting and presentation abilities, including the ability to clearly and succinctly convey information and ideas to individuals and groups
3. A demonstrated record of internal and external collaboration or involvement in partnerships with other research organisations.
4. Demonstrated experience establishing and facilitating stakeholder relationships and in communicating and translating complex science into plain English
5. Experience working within interdisciplinary projects with a proven record in integration science

***Additional essential criteria for CSOF7 Appointment:***

1. Experience with strategy development
2. Proven ability to anticipate problems in ambiguous situations, develop appropriate solutions based on thorough evaluation and interpretation, and defend the conclusions with reasoned arguments.
3. Experience in dealing with contentious issues
4. Demonstrated collaborative leadership skills and associated behaviours

## Desirable Criteria:

1. Recent or ongoing research in molecular biology, synthetic biology, biomolecular engineering, biotechnology, or a related discipline.
2. Existing relationships with current or potential external partners in government or academia
3. Exposure and willingness to apply Theory of Change, Program Logic or Impact Pathways Mapping approaches to strategic research planning and design

## Special Requirements:

Appointment to this role may be subject to conditions including security/national police/medical/character clearance requirements.

## About CSIRO:

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

Find out more about CSIRO [Future Science Platforms](http://www.csiro.au/en/About/Future-Science-Platforms) and the CSIRO [Synthetic Biology FSP](https://research.csiro.au/synthetic-biology-fsp/) (SynBioFSP).