# Position Details

## Administrative Services – CSOF3

The following information is for applicants

|  |  |
| --- | --- |
| Advertised Job Title**:** | Research Analyst |
| Job Reference: | 61306 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian Citizens Only  Australian/New Zealand Citizens and Australian Permanent Residents Only  All Candidates |
| Percentage of Client Focus - Internal: | 20% |
| Percentage of Client Focus - External: | 80% |
| Reports to the: | Manager, CSIRO Futures |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Mr. Greg Williams via email: Greg.Williams@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:

‘CSIRO Futures’ is CSIRO’s strategic advisory arm and a trusted advisor to external private and public sector entities. We sit at the interface between science and industry, identifying key trends, emerging technologies and issues affecting business. We draw on CSIRO’s deep R&D capability to help clients translate science into strategy and plan for an uncertain future. Our expertise extends across sectors that include Energy, Health, Oil & Gas, Food & Agribusiness, and Manufacturing, where we help senior decision makers develop evidence-based strategies to address major opportunities and challenges across the supply chain.

The Research Analyst will play a key role in delivering market research, analysis and consultation assistance. Typical projects will focus on understanding the opportunities and challenges presented by major economic, environmental, social, and technological trends, in a particular industry sector, and how science, technology and innovation can assist in unlocking these opportunities.

The successful candidate will have strong market research and analysis skills, as well as excellent communication and report writing skills, and must be an enthusiastic and motivated team player.

## Duties and Key Result Areas:

* Enhance CSIRO’s market profile by coordinating and providing input to the development of reports.
* Quickly gather, understand, analyse and synthesise large amounts of information from disparate sources into logical, robust quantitative and qualitative insights and conclusions.
* Plan and extract information from client and industry workshops and interviews.
* Provide detailed and accurate Information/reports based on solid quantitative and qualitative evidence.
* Succinctly and professionally communicate complex business and/or technical concepts to client stakeholders.
* Generate improved solutions to complex problems and resolve complaints using creativity, reasoning and past experience.
* Actively develop a working knowledge across CSIRO’s science and technology domains.
* Communicate openly, effectively and respectfully with all staff and clients 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.

## Competencies:

1. **Teamwork and Collaboration: Proactively seeks and considers the ideas and opinions of others from within and outside the team to help form decisions, plans or actions.**
2. **Influence and Communication: Puts forward ideas by presenting factual information supported by data, definitions, examples, illustrations or other aids, which will assist in conveying meaning.**
3. **Resource Management/Leadership: Provides instruction and assists other staff to complete allocated tasks and activities.**
4. **Judgement and Problem Solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
5. **Independence: Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).**
6. **Adaptability:** Willingness to change ideas or perceptions based on new information, contrary evidence or other people's points of view. Prepared to try out different approaches.

## Essential Criteria:

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

1. Undergraduate qualifications in business, finance, economics, science, or engineering discipline or a related field that includes a significant analytical component.
2. Ability to gather, evaluate, analyse and synthesise a broad range of information to develop robust, quantitative and qualitative insights to inform senior corporate and government decision making.
3. Experience in generating professional quality client-facing written reports and deliverables that clearly communicate analysis and key insights.
4. Ability to manage and prioritise conflicting tasks, whilst ensuring a high level of accuracy and attention to detail.
5. The ability to work effectively in a team environment as demonstrated by:
   * Proactively collaborating and consulting with internal and external stakeholders.
   * Excellent interpersonal and oral communication skills.
6. Competence in Microsoft Word, Excel and PowerPoint.

## Desirable Criteria:

1. Experience analysing new technologies, developing technology strategies or roadmaps, and explaining the benefits of technology in business terms.
2. Experience providing external customer facing services in a commercial management or strategy consulting firm.
3. Postgraduate qualifications in a relevant business, finance, economics, science or engineering discipline that includes a significant analytical component.

## About CSIRO:

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

Find out more about CSIRO [Services](https://my.csiro.au/orginfo/structure/csiroservices).