# Position Details

## Administrative Services – CSOF5

The following information is for applicants

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| Advertised Job Title**:** | Senior Consultant (Innovation)- CSIRO Futures |
| Job Reference: | 62136 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Percentage of Client Focus - Internal: | 50% |
| Percentage of Client Focus - External: | 50% |
| Reports to the: | Director, CSIRO Futures |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries : | Jerad Ford, 07 3327 4216 or jerad.ford@csiro.au Please do not email your application directly to Jerad Ford Applications received via this method will not be considered by the selection panel. |
| Contact Details For Applying: | Call 1300 984 220 or email 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**

*Future proofing Australian organisations*

‘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, providing advice to CEOs, executives and senior government decision makers around 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, be it through high profile public thought leadership reports or commercial-in-confidence technology strategy engagements. 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 position**

CSIRO Futures is recruiting for a Senior Consultant to play a leading role in the development of thought leadership reports that are based on rigorous quantitative and qualitative research methodologies focused on the topics of innovation and technology. This Senior Consultant will also directly support and manage the delivery of a growing body of strategic advisory work for government and corporate clients.

A primary responsibility of the Senior Consultant, comprising approximately 70% of their time, will be to establish and run an inaugural thought leadership report series on technology and innovation. In this capacity the Senior Consultant will be responsible for uncovering unique and surprising insights on a range of innovation and technology topics that will be of utmost interest to senior decision makers in the board-rooms and heads of government across the nation. These same insights will help CSIRO build its own product and service offerings in the innovation space, and help to inform CSIRO Business Unit strategies.

Specifically, you will help define the scope for the inaugural report and manage all aspects of its delivery. For this task you will be responsible for: consulting with CSIRO Futures management and others in the CSIRO senior leadership team to define the report intent/focus, conducting literature reviews, designing the survey instrument, sourcing of the respondent pool (i.e. managers and executives in businesses), managing the tender process for CATI phone surveys, data cleaning and statistical analysis on the resulting data, generating of management insights, writing of public-facing consulting reports, and report outreach activities.

The balance of the senior consultant’s time will be spent working with other team members to deliver science-based strategy advice to external clients. These consulting projects will vary in complexity can relate to the broad number of industry sectors where CSIRO has current or emerging interests (ranging from food and agriculture to space). In general, our reports typically show how science, technology and innovation can assist in unlocking the identified opportunities.

## Duties and Key Result Areas:

* Work with senior leadership to develop consensus from among competing priorities
* Exercise autonomy and creativity in development of research concepts and problem-solving activities
* Conduct quantitative surveys and apply scientific rigor to research study design (hypotheses, identification of samples, and collection methods)
* Conduct qualitative interviews and draw out insights
* Develop and execute project management plans
* Manage external relationships with stakeholders in industry and research partner institutions
* Synthesise and analyse data to create unique insights and translate insights into a compelling and sharp reports
* Work with CSIRO’s internal corporate affairs team to create and develop outreach materials
* Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.

## Competencies:

1. **Teamwork and Collaboration: Cooperates with others to achieve organisational objectives and may share team resources 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: Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.**
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: Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).**
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 Master’s (by research), or Ph.D. in a relevant quantitative or professional discipline relating to business, commerce, science or engineering, or equivalent professional experience. Degrees with a specific focus on business innovation will be preferred.
2. Three to five years of relevant professional experience in a professional business or organisation with demonstrated stakeholder management experience (including with senior leaders).
3. Demonstrated understanding of current innovation management theory and practice.
4. Demonstrated ability to conduct both qualitative and quantitative research in the management field, including: literature reviews, survey design, interview protocols, and the building, running, and interpretation of predictive statistical models using common toolsets such as SPSS, R, and Stata.
5. Demonstrated ability to create and manage project scope / budgets with stakeholders in a multi-disciplinary or cross-sector environment.
6. Demonstrated ability to create / maintain relationships with stakeholders across a range of disciplines, internal and external to an organisation.
7. Demonstrated ability to clearly conceptualise and communicate complex concepts in written form.

## Desirable Criteria:

1. Management consulting experience, particularly in an advisory capacity relating to strategy and/or technology, with a mid-tier or large consultancy.
2. Experience creating externally-facing, thought leadership reports.
3. Demonstrated thought leadership in a particular discipline that aligns with one or more of CSIRO’s Business Units.
4. Existing working relationships university partners and/or market research agencies capable of conducting CATI survey.
5. A professional and/or personal interest in science, technology and industrial innovation.
6. Genuine interest and demonstrated knowledge of how various industries being are being disrupted by technology and business model innovation, and the strategies that companies are using to combat them.
7. Enthusiastic, collaborative and motivated team player who is interested in helping build a rapidly growing consulting team.

## About CSIRO:

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