# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Impact Advisor |
| Job Reference | 65122 |
| Tenure | Specified Term to 30 April 2023 |
| Salary Range | AU$98,735 to AU$106,848 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Brisbane (Pullenvale). Other sites considered |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Executive Manager, Performance & Evaluation, Strategy Group, via Business Development Manager of CSS |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 2 |
| Enquire about this job | Contact Anne-Maree Dowd via email at [Anne-Maree.Dowd@csiro.au](mailto:Anne-Maree.Dowd@csiro.au)  *Please do not email your application directly to Anne-Maree Dowd. Applications received via this method will not be considered.* |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

The Corporate Performance and Evaluation (PP&E) team provides and supports an integrated and effective approach to planning, performance and analytical insights which demonstrates and maximises CSIRO’s impact, science quality, and innovation capacity.

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.

This Impact Advisor will play a significant role in several areas within the team’s portfolio of work, with a view to work collaboratively in areas such as administration, finance, research impact evaluation, and the support/delivery of impact and strategy workshops to internal and external stakeholders.

### Duties and Key Result Areas:

* Manage the delivery and support in research impact workshops to both internal and external stakeholders.
* Increase the capacity, across all of CSIRO, in its impact maturity by using innovative, interactive and inclusive approaches.
* Manage the developing improvements of the team’s impact case study and capacity building processes to ensure faster, better and more robust quality of service to the organisation.
* Deliver high quality reports, publications, briefs and presentations, as well responding to all other information requests.
* Lead a highly collaborative team that aligns and partners with others in the planning and implementation of impact statements and their associated pathways.
* Maintain accurate records, safeguarding the confidentiality of information.
* Supervise and perform data cleaning procedures and organise data for analysis, as required.
* Look after the establishment and maintenance of electronic document management systems in accordance with CSIRO’s record management standards.
* Oversee and undertake a range of administrative tasks, with discretion in selecting the most appropriate method and sequence of completing tasks.
* Liaise with clients to anticipate their needs, ensure the relevance of the activity and achievement of team objectives, take personal responsibility for guaranteeing client satisfaction, and correct problems promptly and in a constructive manner.
* Provide a discrete and quality support service, participate in the planning of group activities, across a Business Unit or group of functions for a single site, frequently encountering ambiguity and showing initiative in interpreting policies and procedures.
* Establish strong and extensive networks with professionals internally and deliver training on procedural issues or systems developments to clients and team members.
* Develop and review policies, procedures, systems and make recommendations to guide management decisions.
* 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, 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 procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

## **Required Competencies:**

* **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.
* **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.
* **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.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **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.
* **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.

## **Selection Criteria**

#### Essential

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

1. Relevant diploma/bachelor’s degree, in relevant disciplines (e.g. business, accounting, human resources, public administration or economics), or relevant work experience with 3-5 years experience in designing and conducting monitoring, evaluations plans and frameworks.
2. Demonstrated experience in designing and developing impact pathways and frameworks to assist in the organisation’s ability to deliver against strategy
3. Demonstrated experience in designing, facilitating and evaluating workshops for a variety of stakeholders
4. Demonstrated proficiency in working in a fast paced environment with ability to adapt to changing priorities and timelines.
5. Strong data analytics experience and skills with both quantitative and qualitative data analysis and reporting.
6. A demonstrated proficiency in computer programs such as statistical analysis (e.g. R, SPSS), qualitative analysis (e.g. NVivo), MS Office (Word, Outlook, Excel and PowerPoint in particular) and experience in preparing a variety of reports, summaries including tables, graphs and chartsand verbal presentations.
7. Strong people and project management experience with the ability to foster positive relationships and positively promoting impact planning, performance monitoring and evaluation to internal and external stakeholders.

## **Desirable:**

1. Demonstrated experience with Adobe Professional
2. Demonstrated experience with graphic design

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

* The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* Current Australian Driver’s Licence and the ability and willingness to travel locally and interstate on occasion.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!