# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Strategy and Impact Analyst |
| Job Reference | 66454 |
| Tenure | Specified Term until 30th June 2021 |
| Salary Range | AU$83,687k to AU$94,679k pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | 66454 |
| 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 | Enterprise Planning Manager, Chief of Staff and Strategy |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Kathy Dunn via email at [Kathy.Dunn@csiro.au](mailto:Kathy.Dunn@csiro.au) or  Anne-Maree Downd via email at [Anne-Maree.Dowd@csiro.au](mailto:Anne-Maree.Dowd@csiro.au) |
| 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

### CSIRO’s vision is to be Australia’s innovation catalyst, boosting the country’s innovation performance and creating value for our customers that makes a positive difference to our nation. The focus is on Australia’s future and cultivating a competitive edge for participation in global industry.

### The Strategy and Impact Analyst will support the development and implementation of CSIRO's strategy by providing evidence-based insights on CSIRO’s internal and external environments and the impact planned and delivered.

### Success in the role will require efficiently gathering and analysing relevant data and, collaborating with a range of stakeholders with an objective to inform strategy and investment decision-making processes, as well as performance reporting.

### The role will also provide close support to the Enterprise Planning Manager, to ensure framing, scoping, developing and solving strategic problems through structured, innovative and customer-focused problem-solving techniques, whilst thinking creatively and innovatively.

### Alongside the strategy and planning focus, the Strategy and Impact Analyst will also provide in-house capability to support the growth of CSIRO’s impact maturity through assisting with capacity building and case studies. Work both independently and as a key member of a team, through activities that supports decision making based on rigorous impact evaluations. This role is essential in progressing and supporting the CSIRO impact agenda within the organisation.

### Duties and Key Result Areas:

* Conduct environmental and market researchs analysis using highly efficient data gathering and analytical skills to provide insight into decision-making, development of new initiatives and to solve complex issues of national significance.
* Scope and deliver high quality reports, presentations, submissions and other written material and verbal addresses.
* Work with multiple stakeholders and manage individual projects to deliver on functional objectives and capitalise on opportunities for continuous improvement and innovation.
* Facilitate workshops, meetings and discussion and communicate effectively and respectfully with all staff, customers and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO's reputation.
* Support CSIRO and other lines of business in developing systematic and realistic monitoring plans that capture quantitative and qualitative data to report on performance and impact, in accordance with the CSIRO Impact Framework.
* Actively contribute towards the team’s aim to embed an ‘impact culture’ and increase the impact maturity within the organisation.
* Assist in building the internal capacity for impact, performance and evaluation planning and reporting and contribute to the further development of CSIRO’s impact, planning, performance and evaluation frameworks.
* Promote a strong safety culture through active management of HSE performance and adherence to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* 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:** 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.
* **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:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **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. A relevant tertiary qualification in business, administration, project management, or other related fields or equivalent relevant work experience in a similar role.
2. Proven experience with rapidly sourcing, evaluating, synthesising and analysing a broad range of business, technical, policy and economic data.
3. The ability to quickly build knowledge and skills, outside your core area of expertise, in order to engage, extract, consolidate and report outcomes and impact arising from a variety of sources across the research value chain.
4. Demonstrated experience building strategic relationships and collaborations with key stakeholders.
5. The ability to produce high quality written materials in a timely manner as well as strong presentation and facilitation skills.
6. Flexibility and ability to work effectively in a complex and dynamic environment, to adapt quickly and proactively manage and re-prioritise multiple tasks.

## **Desirable:**

1. Professional experience in strategy development, Management Consulting firms or similar.
2. Experience in working with or within a science and research organisation.
3. Knowledge and experience in applying the Theory of Change and program logic.

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.

## **About CSIRO:**

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