# Position Details

## General Management – CSOF7

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| The following information is for applicants | |
| Advertised Job Title | Executive Manager, Business Operations |
| Job Reference | 69498 |
| Tenure | Specified Term of 3 years  Full-time |
| Salary Range | AU$136,437 to AU$150,956 pa + up to 15.4% superannuation |
| Location(s) | Sydney, Brisbane, Melbourne, Canberra (other locations may be considered) |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens and Permanent Residents only |
| Position reports to the | Data61 Business Unit Director |
| Client Focus – Internal | 75% |
| Client Focus – External | 25% |
| Number of Direct Reports | 2 |
| Enquire about this job | Contact Liz Hall via email Elizabeth.Hall@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

The role of Executive Manager, Business Operations in Data61 is to support the Business Unit Director in effective delivery of operational management and governance of the Business Unit. This is a senior role that facilitates the strategic development of organisational capability, responsible for initiating and implementing business improvement and has oversight of the physical and financial resources. The Executive manager, Business Operations in Data61 will assist with the day to day running of the Business Unit through operational planning, oversight of the Operational plan, provision of the project and administration portfolio and assist with the formulation and delivery of the Business Unit’s strategy and chairing of committees.

### Duties and Key Result Areas:

**Functional Leadership**

* Manage the Business Unit’s operational and strategic planning processes and monitor operational performance, identify issues and opportunities for improvement across Business Unit operations;
* Support the Business Unit Director in engaging with CSIRO and external partners in government, industry and universities, including monitoring of service levels;
* Oversee Business Unit responses to complex or sensitive internal and external requests e.g. submission to inquiries and requests for information;
* Assess change requirements and new initiatives to identify operational and implementation support requirements; oversee the implementation of enterprise change initiatives in the Business Unit in partnership with functional support leaders;
* Lead and support capital investment and expenses to ensure the Business Unit achieves targets relative to growth and delivery of impact science;
* Identify emerging and unforeseen issues requiring Director’s intervention and develop appropriate responses.

**Capability Leadership**

* Manage and coach staff within Business Unit Support areas (if required);
* Participate actively as a member of the Business Unit Leadership Team and influence / facilitate team behaviour and performance both formally and informally;
* Model appropriate and professional behaviour in the workplace;
* Strive for “Zero Harm” (physical and psychological) by supporting of Business Unit HSE initiatives including incident response.

**Engagement and Partnerships**

* Engage and liaise with Finance to oversee the financial and forecasting of budgets and revenue to ensure Data61 manages its budget;
* Work with HR to build a highly inclusive culture to ensure team members thrive and organisational outcomes are met;
* Partner with BD&C on revenue management and forecasting to achieve growth targets over the financial year;
* Work with HSE and other relevant CSIRO committees to manage operational alignment;
* Represent the Business Unit in internal and external forums as appropriate;
* Develop and maintain cross‐organisational networks to facilitate effective Business Unit/Function operations and implementation of strategy;
* Support the enterprise approach to project management, support Research Directors, and oversee local implementation and compliance;
* Work with CSIRO Support Leaders to enhance science delivery;
* Provide high level support and advice to the Business Unit Director on issues and interactions with key stakeholders and external parties.

**Resource Leadership**

* Establish and maintain best practice systems for oversight and management of the project portfolio and the skillsets of the Project leaders;
* Develop and monitor governance, risk management and business continuity plans;
* Oversee the management of Business Unit infrastructure and equipment not specifically assigned to Research Directors;

## **CSIRO Values:**

In this role you will be expected to demonstrate CSIRO values and behaviours of:

* **People First:** We put the safety and wellbeing of our people above all else, and we know that diversity is the compass to navigate innovation. (*Respect, Caring, Inclusive*)
* **Trusted:** We earn trust everywhere, because we deal only in facts, and we operate with unwavering integrity. (*Partnering, Cooperative, Humble*)
* **Further Together**: We collaborate widely and generously to boldly take on challenges that are bigger than ourselves. (*Curious, Adaptive, Entrepreneurial)*
* **Making it Real:** We don't just do research – we deliver solutions that create change in our world. (*Accountable, Authentic, Courageous*)

## **Required Competencies:**

* **Teamwork and Collaboration:** Creates and fosters an environment in which there is a high level of cooperation within and between teams. Facilitates positive team relationships to build organisational interaction across CSIRO.
* **Influence and Communication:** Exceptional communication and information presentation skills, both written and verbal and the ability to communicate at various levels. Uses complex influencing strategies, for example, assembling strategic coalitions, building behind the scenes support and the tactical use of information to gain support.
* **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency and understanding through integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
* **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
* **Independence:** Commits significant resources in the face of uncertainty and takes calculated risks to improve performance and achieve challenging goals. Uses personal energy to drive change strategies. Formulates and implements contingency plans to minimise the impact of potential risks. Accepts personal responsibility for the outcomes of decisions/risks taken.
* **Adaptability:**Is flexible in response to external change or when faced with external constraints. Identifies and promotes the opportunities arising as a result of change.

## **Selection Criteria**

#### Essential

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

1. A relevant degree in conjunction with demonstrated achievement in senior advisory and managerial roles.
2. Demonstrated high level skills, knowledge and experience relevant to the digital domain.
3. Proven management experience at a senior level and demonstrated capacity to adapt to change and navigate through ambiguity.
4. Strong experience in the development and optimisation of systems.
5. Demonstrated capacity to interact with customers and stakeholders at both the operational and senior executive level, and the proven ability to develop and cultivate productive relationships.
6. Experience managing complex projects, and project and portfolio management and systems development.
7. Strong business acumen and strategic thinking skills together with effective planning, leadership and people management skills.
8. Strong financial management experience and literacy including managing budgets and controlling income and expenditure and preparing forecasts.
9. Demonstrated experience with HSE strategy, governance frameworks and issues management.

**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 need to obtain and maintain National security clearance at the Baseline level.

## **About CSIRO:**

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

Find out more about the CSIRO [Data61](https://www.data61.csiro.au/)