# Position Details

## Administrative Services- CSOF4

|  |  |
| --- | --- |
| The following information is for applicants | |
| Advertised Job Title | Market Analyst – Health and MedTech |
| Job Reference | 68016 |
| Tenure | Indefinite |
| Salary Range | AU$83,687 to AU$94,679 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Clayton, VIC (preferred), other locations negotiable |
| 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 | Manager, Business Engagement Solutions Team (BEST) in the BD&C group |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Wendy Reid via email at [wendy.reid@csiro.au](mailto:wendy.reid@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

## Administrative staff in CSIRO provide 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.

## The Business Engagement Solutions Team (BEST) in CSIRO is part of Business Development and Commercial (BD&C) and plays an important role in providing enterprise level market and business analytical support to the BD&C group, the Executive Team, Business Unit science teams, Missions and other CSIRO groups.

## Working independently, this position will be responsible for providing high quality market, industry, customer and competitive analysis and insights; and drawing conclusions that will inform business decision-making in relation to the market and revenue, as well as providing information to help align key research areas with industry.

## With increasing focus on Covid-19 and other public health issues, CSIRO is looking for a market analyst with a background in, and passion for, health sciences, genomics &\or medical technology. Australia will be investing more in sovereign manufacturing in the future, and someone with technology and commercialisation experience would be a valuable addition to the team.

The work is based around secondary desktop research and does not require the applicant to source primary data or undertake field trips to perform the role.

### Duties and Key Result Areas:

* Work alongside science teams delivering into business unit projects to source, evaluate, synthesise and analyse a broad range of qualitative and quantitative data to form insights, provide written business reports and analysis that can be included as input to decision making processes;
* Identify and profile large organisations in target markets which align to CSIRO and business unit strategy;
* Provide support to the Commercialisation team through market scoping;
* Utilise problem-solving skills to investigate complex and ill-defined problems, escalating issues when needed and, where appropriate, recommending solutions;
* Undertake work in alignment with BD&C Operating Principles and Delivery Model: putting people first, demonstrating customer focus, being transparent and collaborative, being growth- and outcomes focussed; and striving for continuous improvement;
* A positive contribution to a team environment that values equity and diversity and enables the achievement of personal objectives, team and organisational KPIs, including adhering to the spirit and practice of CSIRO’s values, HSE plans and policies, diversity initiatives and *Making Safety Personal* goals;
* Undertake duties and tasks that may arise as priorities for the team but are not specifically listed above.

## **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. Tertiary qualifications in health sciences, genomics &\or medical technology or related fields and/or equivalent significant experience, preferably in a large, complex organisation.
2. Excellent written and oral communication skills, including the ability to clearly and succinctly convey information and ideas to individuals and groups.
3. Ability to source, evaluate, synthesise and analyse a broad range of qualitative and quantitative data to form insights and inform decision-making through written business reports and analysis.
4. Demonstrated skills, knowledge and understanding of reporting, data modelling & retrieval techniques and business analysis concepts.
5. Ability to manage conflicting tasks, flexibility to achieve desired outcomes to satisfy client expectations.

## **Desirable:**

1. Tertiary qualifications &\or significant experience in business, commerce, technology or manufacturing.
2. Previous experience in the use of business intelligence tools and corporate software including the Microsoft suite and Dynamics. Training will be provided in all databases and systems to be used.
3. Interest in markets, business and science trends and technology issues relevant to CSIRO’s Missions and Australia’s National Challenges; and experience ideally in a science or technology environment or in a commercial strategy, marketing or business development context.

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/)!