# Position Details: General Management

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| The following information is for applicants | |
| Advertised Job Title | Program Director – Indigenous Science and Engagement Identified position |
| Job Reference | 69015 |
| Tenure | Specified term of 3 years |
| Salary Range | AU$162k - AU$189k per annum, plus up to 15.4% superannuation |
| Location(s) | Melbourne, Canberra, Perth, Brisbane, Sydney, Adelaide, Hobart, Darwin (or alternative location by negotiation) |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Executive Director, People |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | TBC |
| Enquire about this job | Contact Rachelle Towart at Pipeline Talent, via email: [Rachelle@pipelinetalent.com.au](mailto:Rachelle@pipelinetalent.com.au) |
| How to apply | **DO NOT APPLY ONLINE. PLEASE SEE INSTRUCTIONS BELOW:**  As part of your application, you are requested to provide the following to Pipeline Talent via the email address below:   * **Resume:** A current copy of your CV/Resume * **Covering Letter:** Outlining your motivations, relevant capabilities and experience in relation to the requirements in the [**Position Details**](https://www.csiro.au/~/media/Positions/2020/Services/69015_Program_Director_Indigenous_Science_and_Engagement_PPL_NEG.docx) * **Referees –** Please include contact details for at least one cultural and one professional referee.   **Please send your application directly to:**  Rachelle Towart at Pipeline Talent, via email: [Rachelle@pipelinetalent.com.au](mailto:Rachelle@pipelinetalent.com.au) |

### Role Overview

CSIRO’s new Indigenous Science and Engagement (ISE) program will focus on equitable partnerships and transformational change through tackling national challenges prioritised by Indigenous Australia. It will co-develop new science opportunities and undertake cutting edge science by and with Aboriginal and Torres Strait Islanders.

The Program Director will support a small team of largely Aboriginal and/or Torres Strait Islander staff through implementing significant internal and external activities of transformational change and upscaling over a five-year period. The Program Director will work closely with internal stakeholders such as the Chief Scientist, CSIRO Business Units and Enterprise Support Services, the CSIRO Office of Indigenous Engagement, the CSIRO Indigenous Strategic Advisory Council, and the Manager CSIRO Human Research Ethics Committee.

This is a critical leadership role within CSIRO as the Program Director will be the key contact point for upscaling Indigenous science and engagement across the enterprise and externally.

### Duties and Key Result Areas:

* Strategically and operationally establish the Indigenous Science and Engagement (ISE) program, including recruitment, prioritisation and development of an operational workplan aligned to the investment case, development of a national process to co-develop Indigenous science priorities for CSIRO, and finalisation and continuing management of the program budget, including ongoing oversight of the workplan, people, and stakeholder engagement. oversee
* Oversee the identification and co-development of programs and opportunities that respond to national Indigenous science challenges and priorities, and promote cross-cutting collaboration among science sectors, disciplines and Business Units across CSIRO.
* Communicate and implement the ISE program principles and values of Indigenous-led and co-development, self-determination, and Community-control, to ensure that the Indigenous Science Agenda and programs demonstrate cultural integrity, along with community priority and engagement. This may include working or interacting with children or other vulnerable people.
* Manage complex interactions and relationships with various internal and external clients while developing and promoting the benefits of the ISE program.
* Provide leadership and management of the ISE program including the provision of strategic advice to the CSIRO Executive, Directors and/or Research Directors, and other key stakeholders, concerning program progress and any issues influencing organisational and/or government decisions.
* Represent CSIRO at external and internal forums/events, advocating CSIRO’s position with government and industry and securing broad support for the ISE program’s vision and work across national and international agencies. This advocacy will involve high engagement and travel.
* Share expertise and develop the professional skills of others. Provide effective leadership and mentoring to harness a strong and inspiring Indigenous voice for the ISE. Communicate openly, effectively and respectfully with all employees, advisors, clients and committees in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary, regionally dispersed team, to carry out tasks in support of CSIRO multi-level objectives.
* Take responsibility for the provision of high-level strategic and tactical advice and the management of organisational compliance with legal and statutory responsibilities that have significant organisational implications. This will include access to personal and commercially sensitive information.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## **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:** 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:** Contributes to or defines Business Unit / organisational policy directions, strategic planning and operationalises the vision for staff and gains commitment to the direction chosen. Plans, seeks, allocates resources and monitors to achieve outcomes. Adopts a mentor role.
* **Judgement and Problem Solving:** Resolves major conceptual scientific, technical, commercial or management problems, which have a significant impact upon the field of research, professional function, the Business Unit or the Organisation. Situations faced have little or no precedent and require original concepts and approaches.
* **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**

#### Pre-requisites

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

1. **Qualifications/Experience:** Holds relevant tertiary and /or postgraduate qualifications or equivalent scientific experience. Excellent science and engagement leadership with a well-respected track record of building ethical and equitable relationships with Aboriginal and/or Torres Strait Islanders peoples and communities.
2. **Teamwork and Collaboration:** Creates and fosters an environment in which there is a high level of cooperation within and between teams. Facilitates equitable and positive relationships to build organisational interactions and involvement across CSIRO, including the effective management of complex relationships and projects, efficient operational management of people and teams, as well as inclusive and collaborative strategic planning.
3. **Communication and influence:** Demonstrates high-level written and oral communication skills, evidenced by superior reporting, presentation and negotiation abilities, and the capacity to identify and influence critical stakeholders to gain support for novel proposals and ideas.
4. **Behaviours:** Has a sustained reputation for exemplary values and a history of professional and respectful behaviours and attitudes in a collaborative environment.

#### Essential

1. Evidence of high-level strategic leadership, including the ability to develop programs and opportunities that respond to national Indigenous science challenges, co-developed with Aboriginal and Torres Strait Islanders.
2. Evidence of successful initiation and maintenance of high-level strategic relationships, programs and alliances across national and international science agencies, with government, Indigenous corporations, and internal and external stakeholders; demonstrating strong engagement skills with Indigenous communities, and effective relationships within the science, management and governance sectors.
3. Demonstrated ability to develop and translate science and research evidence and best-practice models into longer-term practical outcomes for the benefit of Indigenous communities.
4. Demonstrated success in the delivery of start-up programs with cultural integrity, science excellence and strong project management (on budget, on schedule, to scope, to stakeholder expectations and with appropriately mitigated risks) for multi-disciplinary, complex projects.
5. Demonstrated leadership within a multi-disciplinary team environment, and a track record of supporting the growth of Aboriginal and/or Torres Strait Islander staff, including influencing staff in observing cultural and professional standards.
6. A strong history of establishing and working effectively across different units in a large organisation and a record of leadership which has encouraged new ideas, built trust and provided support as a trusted adviser.
7. Proven ability to anticipate and manage significant issues, often in ambiguous situations, by evaluating and interpreting complex information and developing creative solutions and contingencies.

**Special Requirements**

The successful candidate will be required to obtain and maintain a **baseline** security clearance.

**Eligibility for identified positions:**

Eligibility for identified positions is not confined to Aboriginal and Torres Strait Islander people. Positions are open to all persons; however, applicants must be able to meet the essential requirements for these positions. An eligible applicant for an identified position is required to have knowledge of the culture and issues affecting Aboriginal and Torres Strait Islander people and have the ability to communicate effectively and sensitively with Aboriginal and Torres Strait Islander people.

All candidates will be required to provide a Cultural Referee as part of the application process. The cultural referee will be asked to support their application in relation to their ability to work with Aboriginal people and Torres Strait Islander people.

## **About CSIRO:**

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