# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Coordinator Climate Strategy & Risk |
| Job Reference | 95581 |
| Tenure | Specified Term of 18 months, Full-time |
| Salary Range | AU$105,806 - AU$114,500 per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Canberra, Sydney, Melbourne, Brisbane, Newcastle |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Sustainability Manager |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Shelly Rowell via email at shelly.rowell@csiro.au or phone +61 2 9413 7187 |
| 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. |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

**Child Safety**

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](https://www.csiro.au/en/about/policies/child-safe-policy).

### Role Overview

The Coordinator Climate Strategy and Risk works within CSIRO’s Sustainability Team. The role is responsible for the ongoing development, implementation, risk management and administration of climate strategy and climate risk management in CSIRO’s operations. While this is not a research role, the Coordinator Climate Strategy and Risk works collaboratively with CSIRO’s researchers and scientists, leveraging CSIRO’s leading expertise in pursuit of the climate related objectives and targets in CSIRO’s Sustainability Strategy 2020-2030.

The role will coordinate CSIRO’s climate strategy, risk and resilience activities. As a central operational administrator, the role coordinates stakeholders and subject matter experts across the organisation to set, review, refine and execute CSIRO’s approach to climate risk and resilience.

The ideal candidate will be a sustainability professional with substantial experience in delivering climate strategy and climate risk management outcomes. The successful candidate will possess strong planning, administration and analytical skills, along with the proven ability to successfully manage programs and projects across a large and complex national organisation.

You will work closely with other Sustainability Team members and collaborate across CSIRO interacting with scientific research and corporate service business areas as well as with other Commonwealth agencies and CSIRO collaborators.

### Duties and Key Result Areas

* Review CSIRO's approach to climate action in its operations including the net zero emissions (NZE) program to develop a comprehensive climate strategy in collaboration with stakeholders that is in alignment with the objectives and targets within CSIRO’s Sustainability Strategy 2020-2030 and where relevant and approved the Net Zero in Government Operations Strategy.
* Coordinate the assessment, management, review and monitoring of CSIRO’s climate risk and resilience activities, working with stakeholders across the organisation to develop action plans and adaptive business processes for material risks.
* Manage, measure, monitor and analyse the delivery of the climate strategy, NZE implementation and associated risks to ensure programs and projects across the organisation are tracking to expected targets with risks effectively identified and managed.
* Provide analysis and recommendations to the Manager Sustainability for capital expenditure allocation priorities to Climate programs and projects.
* Develop Business Cases in collaboration with Sustainability Team members and other stakeholders for new policy, projects, and programs necessary for CSIRO to meet climate objectives and targets in its operations.
* Compile information for CSIRO’s finance personnel, annual reporting personnel and sustainability reporting personnel to enable CSIRO to meet its reporting obligations including Climate-related Financial Disclosures and other associated sustainability compliance reporting on climate strategy and risk.
* Influence internal stakeholders to incorporate and prioritise CSIRO’s climate strategy objectives and targets as well as address climate risk in business plans, business processes and projects.
* Stay up-to-date with the latest developments in climate and carbon emission-related policy and legislation including developments of the Climate Action in Government Operations Unit (Department of Finance) and provide advice and direction on application to CSIRO.
* Facilitate relevant working groups, consultative groups and committees undertaking all administrative duties necessary to ensure Climate Strategy and Risk activities are suitably documented and adhere to CSIRO’s policies, governance and legal obligations.
* Contribute to Sustainability Team functions working collaboratively as part of a regionally-dispersed team on strategic projects and promotion of action across the organisation to achieve the objectives and targets in the Sustainability Strategy.
* Work independently to deliver results through the use and allocation of available resources within constraints set by the Manager Sustainability.
* Support the Manager Sustainability to influence decision makers across the organisation to recognising the need for change, developing proposals and preparing briefing documents to initiate innovative solutions to current and emerging issues.
* Take personal responsibility for stakeholder satisfaction, and correct problems promptly and in a constructive manner.
* Represent CSIRO in the context of its Sustainability achievements at external and internal forums related to work function.
* 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.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. Relevant tertiary qualifications in sustainability or related field and/or equivalent related work experience.
2. Demonstrated experience in leading the successful development and implementation of climate action strategies, objectives, and targets within a large and complex organisational context.
3. Demonstrated experience in sustainability data analytics and business case development, with the ability to produce supporting material in a range of formats to enable complex technical information to be logically conveyed to decision makers.
4. Proven ability and skills to plan and administrate subject matter expert interdisciplinary working groups and committees to facilitate successful and focussed outcomes while managing stakeholder expectations.
5. Proven ability to develop systems and processes to successfully manage and organise complex information, to and from, a large number of stakeholders in a timely, accurate and professional manner.
6. Sound knowledge of climate governance, strategy and risk principles and the application of these in a large Corporate Commonwealth Entity context such as CSIRO.
7. Excellent written and oral presentation skills including the development and delivery of engaging presentations.
8. Excellent communication and people skills, with the ability to build relationships across a broad range of stakeholders and work collaboratively with others to achieve outcomes and inspire change.

## **Desirable**

1. Sound knowledge of carbon accounting principles
2. Knowledge/experience in emerging low emission technologies

## **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.

Special Requirements

Appointment to this role is subject to provision of a pre-employment background check and may be subject to other security/medical/character clearance requirements.

The successful candidate will undertake a pre-employment background check. Please note that individuals 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. Visit [CSIRO Online](http://www.csiro.au/) for more information.

CSIRO is a values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* People First
* Further Together
* Making it Real
* Trusted