



Position Details

Technical Services - CSOF5

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
Advertised Job Title	Information Governance Lead
Job Reference	100210
Tenure	Fixed-term, three years, Full-time
Salary Range	AU\$114,219 - AU\$123,605 per annum plus up to 15.4% superannuation
Location(s)	Adelaide, Canberra, Brisbane, Hobart, Melbourne, Sydney
Relocation Assistance	Will be provided to the successful candidate if required
Applications are open to	Australian Citizens Only
Position reports to the	Team Manager, Enterprise Information Management
Client Focus – Internal	90%
Client Focus – External	10%
Number of Direct Reports	0
Support and workplace adjustments	CSIRO offers a range of reasonable supports and workplace adjustments. Please enquire if we can assist you to equitably participate in our recruitment process or in the position.
Enquire about this job	Chris Stueven via email chris.stueven@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 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](#).

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](#).

Role Overview

The Information Governance Lead is a senior role within Enterprise Information Management.

Enterprise Information Management enhances digital information capability and embeds risk-informed compliance across research and support environments. We ensure our digital and physical historical collections engage communities with our trusted institutional history.

Information Governance is a new stream formed to coordinate key elements of our information environment and is responsible for ensuring effective information governance controls are embedded into policy, systems, and processes.

The position holder will coordinate and mature an Information Governance capability in order to identify, manage and promote information as a strategic asset. The position holder will promote a compliance-by-design philosophy and proactively create, and contribute, to compliance frameworks for information, data and records.

The position holder is expected to build relationships within Information Management and Technology and work in a collaborative manner with research and support services across the organisation, including the Digital Office and Enterprise Services.

Duties and Key Result Areas

Information Governance

- Coordinate and mature an Information Governance capability with a focus on information decision-rights, disposal and data protection.
- Facilitate the development of standards, processes, and resources to enhance information management and information governance maturity.
- Identify and scope opportunities to embed data and information governance requirements into applications for improved business outcomes.
- Develop and maintain organisational metrics to assess and measure information governance maturity.
- Identify the impact of legislation, standards and emerging technology on our information environment and design risk-informed strategies for compliance.
- Collaborate with subject matter experts in privacy, records management and data governance to embed compliance by design into frameworks, systems and processes.
- Partner with system owners to implement pragmatic, information lifecycle-based controls and processes for access, use, retention, and disposition.

Leadership and Engagement

- Promote a team culture that encourages innovation, open communication, and customer-focused outcomes.
- Able to collaborate effectively as part of a multi-disciplinary and regionally dispersed team.
- Represent the organisation to communities of practice, vendors and sector bodies as required.

Values and Behaviours

- Promote the CSIRO Values and Behaviours: People First (be respectful, caring, and inclusive), Trust (be accountable, authentic, and courageous), Further Together (partnering, cooperative and humble) and Making it Real (be curious, adaptive and entrepreneurial).
- Promote a healthy, safe and environmentally sustainable workplace, and strive for 'zero-harm' (physical and psychological safety).

Selection Criteria

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

Essential

1. The appointee will have a relevant tertiary qualification in information technology, information management, data management, or an equivalent combination of experience and training.
2. Demonstrate extensive knowledge of Australian information management and information governance regulatory requirements at a Commonwealth or State-level.
3. Demonstrate an understanding of current and emergent practices in information management and information governance (i.e. automated disposal, AI, information ethics).
4. Demonstrate an ability to contribute to strategic planning and policy development including a demonstrated capacity to conceive, develop and implement business unit and enterprise-level initiatives.
5. Demonstrate excellent verbal and written communication skills to present information appropriately to a variety of audiences.
6. Demonstrate a commitment to a healthy, safe and environmentally sustainable workplace and 'zero-harm' (physical and psychological safety) practices.
7. Demonstrate the CSIRO Values and Behaviours: People First (be respectful, caring, and inclusive), Trust (be accountable, authentic, and courageous), Further Together (partnering, cooperative and humble) and Making it Real (be curious, adaptive and entrepreneurial).

Desirable

1. Demonstrate information or data management experience in research-intensive environments.

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 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 required to obtain and maintain a security clearance at the Baseline level.

About CSIRO

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](#) 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