



Position Details

Technical Services- CSOF4

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
Advertised Job Title	Information Compliance Analyst
Job Reference	101864
Tenure	Indefinite, Full-time
Salary Range	AU\$100,103 - AU\$113,251 (pro-rata for part-time) plus up to 15.4% superannuation
Locations	Adelaide, Brisbane, Canberra, Melbourne, Sydney. Hybrid working available.
Applications are open to	Australian Citizens Only
Position reports to the	Information Compliance Lead
Client Focus – Internal	90%
Client Focus – External	10%
Number of Direct Reports	0
Support and workplace adjustments	We offer a range of reasonable supports and workplace adjustments. Please let us know via email Catrin.Waye@csiro.au if we can help you to equitably participate in our recruitment process or the role itself.
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

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 Compliance delivers services to promote information compliance and business efficiency across the records, data and information lifecycle (capture, store, classify, share, retain and dispose). The team recommends pragmatic solutions to manage operational risk and promote regulatory compliance.

The position holder will be responsible for developing and maintaining effective working relationships within Information Management & Technology and work in a collaborative manner with research and support services across CSIRO, including IT governance, system owners, project managers and data professionals.

Duties and Key Result Areas

Information Compliance

- Provide high quality, solution focused advice to projects and system owners on information compliance, procedures, and system implementation.
- Deliver records, data and information risk assessments for services, applications, and solutions.
- Identify the impact of relevant statutory requirements and emergent technologies that impact information management and design enterprise solutions.
- Contribute to monitoring programs to enable continuous improvement in records and information management.
- Contribute to strategic and operational projects under a project management framework.
- Develop and improve key information services including Information Sensitivity, Business System Assessments, and Retention and Disposal Authorities in accordance with legislative requirements.
- Liaise with projects and customers as a trusted advisor on system requirements, procedures, and processes.

Leadership and Engagement

- Promote a team culture that encourages innovation, collaboration, and customer-focused outcomes.
- Liaise with projects and customers as a trusted advisor on system requirements, procedures, and processes.

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

Essential

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

1. The appointee will have a relevant information technology or information management qualification, or an equivalent combination of experience and training.
2. Demonstrated knowledge of records, data and information lifecycle management principles, standards, and concepts (i.e. metadata, sensitivity, classification, records disposal).
3. Demonstrated experience in the delivery of records, data and information management services, projects, or related initiatives.
4. Demonstrated ability to communicate business and technical requirements with project managers, technical roles and related advisory services.
5. Demonstrated experience with federal or state information management standards, such as standards issued by the National Archives of Australia and the Protective Security Policy Framework.
6. Demonstrated awareness of emerging trends in records, data and information practices and technologies.
7. Demonstrated ability to manage competing demands and can prioritise resources to meet targets.
8. Demonstrated sound interpersonal, stakeholder management and communication skills to engage with a variety of audiences.
9. Demonstrated a commitment to a healthy, safe and environmentally sustainable workplace and 'zero-harm' (physical and psychological safety) practices.
10. Demonstrated the CSIRO values and behaviours of People First, Trust, Further Together and Making it Real.

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:** Recognises 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.

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.
- 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