



## Position Details

### Technical Services- CSOF4

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
<b>Advertised job title</b>	Cyber Awareness Advisor
<b>Job reference</b>	102993
<b>Tenure and work schedule</b>	Indefinite, Full-time.
<b>Salary range</b>	AU\$100,103 - AU\$113,251 per annum (pro-rata for part-time) plus up to 15.4% superannuation
<b>Location(s) and office arrangements</b>	Sydney (Lindfield), Melbourne (Clayton), Canberra (Black Mountain), Perth (Kensington), Brisbane (St Lucia)  Other CSIRO Sites / Australian locations not listed will also be considered. Hybrid working available.
<b>Applications are open to</b>	Australian Citizens Only
<b>Position reports to the</b>	Cyber Resilience Manager
<b>Client focus – Internal</b>	50%
<b>Client focus – External</b>	50%
<b>Number of direct reports</b>	0
<b>Enquire about this job</b>	Contact Abby Breytenbach, Cyber Resilience Manager, via email at abby.breytenbach@csiro.au
<b>Support and workplace adjustments</b>	We offer a range of reasonable supports and workplace adjustments. Please let us know via email <a href="mailto:Sarah.lyons@csiro.au">Sarah.lyons@csiro.au</a> if we can help you to equitably participate in our recruitment process or the role itself.
<b>How to apply</b>	Apply online at <a href="https://jobs.csiro.au/">https://jobs.csiro.au/</a>  Internal applicants please apply via <b>Jobs Central</b>  If you experience difficulties when applying, please email <a href="mailto:careers.online@csiro.au">careers.online@csiro.au</a>

### 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](#).

### About CSIRO

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

As one of the world's largest multidisciplinary mission-driven research organisations, we are focused on the issues that matter the most: for our quality of life, for the economy and for our environment. We believe diverse teams are more effective and deliver more innovative outcomes. When we all focus on the big things that really matter, and work in partnership with our communities and [Indigenous Australia](#), Australian science and technology can solve seemingly impossible problems and create new value for all Australians. Visit [CSIRO.au](#) for more information.

### **Role overview**

As the Cyber Awareness Advisor you will champion a resilient culture across the organisation. You design, deliver, and continuously improve our internal cyber security and resilience awareness programme, acting as a bridge between the technical cyber security team and all business and research units. You will work closely with cyber security leadership to embed good behaviours, measure success and prepare the organisation to withstand and recover from incidents.

### **Duties and key result areas**

- Maintain and continuously improve organisational awareness and capability-building content related to cyber security and digital resilience, ensuring it aligns with broader Information Management and Technology (IMT) priorities.
- Design and deliver regular (eg monthly), themed awareness and engagement initiatives in line with the Cyber for CSIRO program outcomes to support behaviour change and capability uplift across the organisation.
- Develop and manage an organisation-wide awareness and change calendar aligned to risk themes, business priorities, IMT initiatives, including the Cyber for CSIRO program and key organisational events.
- Coordinate planning, approvals and delivery with key stakeholders (e.g., IMT teams, Communications, HR/L&D and unit representatives) to ensure messaging is consistent and timely.
- Tailor awareness content and delivery approaches for different audiences (e.g., leaders, corporate teams, and research/operational environments).
- Plan and deliver a balanced mix of awareness activities across appropriate channels (e.g., Learning Management System (LMS), presentations, webinars, campaigns, simulations and leader toolkits) to maintain engagement and minimise fatigue.
- Define success measures for campaigns and use insights (metrics, incident trends and stakeholder feedback) to continuously improve the awareness calendar and content.
- Present tailored cyber security and resilience awareness sessions to diverse business and research units.
- Support planning, execution and follow-up of phishing and social-engineering simulation campaigns.
- Track, analyse and report on awareness and engagement metrics.
- Facilitate and coordinate cyber incident, crisis management and tabletop exercises across the organisation.

- Ensure cyber security–related policies, standards and guidelines are kept up to date, and proactively socialise and promote these with the wider business.
- Build strong relationships across IMT teams and the organisation, partnering with leadership and key stakeholders to embed a culture of cyber security resilience.
- Work collaboratively as part of a multi-disciplinary, regionally dispersed research team to carry out tasks in support of CSIRO cyber security objectives.
- 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. Demonstrated experience designing, delivering and maintaining cyber security or resilience awareness programmes.
2. Experience managing or contributing to training content within an LMS.
3. Excellent written and verbal communication and presentation skills for diverse audiences.
4. Experience supporting phishing or social-engineering simulation programmes.
5. Ability to analyse awareness metrics and produce actionable reports.
6. Familiarity with cyber security or resilience frameworks (e.g. NIST CSF, ISO27001/02, ISM, PSPF, ASD Essential Eight).
7. Strong stakeholder engagement and project management skills.
8. Tertiary qualification in information security, communications, education, psychology or related discipline.

### Desirable

1. Experience facilitating crisis management or tabletop exercises.
2. Experience working in research, government or highly regulated environments.
3. Knowledge of change management or behaviour change principles applied to security awareness.

### Not sure if you meet all the criteria?

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don’t let the list discourage you. If you are unsure about applying, please reach out to the contact on page 1 of this document so we can discuss the role further.

## 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.

**Setting you up for success**

We understand that not everyone works in the same way and sometimes people may require reasonable support and adjustments to perform at their best. Whether related to the recruitment process and or the role itself, this may include options such as providing different methods of communication, flexible hours or physical adjustments to work methods. If you feel comfortable, we encourage you to share any support and adjustments you may need to carry out the inherent requirements of the role. Please let us know via email [Sarah.lyons@csiro.au](mailto:Sarah.lyons@csiro.au) if we can help you to equitably participate in our recruitment process or the role itself

**Life at CSIRO and flexible working arrangements**

We [work flexibly at CSIRO](#), offering a range of options for how, when and where you work. We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, [benefits](#) and [career development](#) opportunities. To learn more, visit [Careers at CSIRO](#).

We celebrate the uniqueness of our workforce and are committed to creating [diverse and inclusive teams](#) where everyone feels they belong. CSIRO is an equal employment opportunity organisation dedicated to recruiting people based on merit, and reflecting the diversity of the community we serve. We recognise true diversity encompasses all ages, nationalities, abilities, cultures, genders, sexualities, faiths, levels of education, diversity of thought and many more aspects of identity. By empowering diverse teams, our community is reflected in the solutions we create.

**CSIRO values**

CSIRO is a values-based organisation committed to values-based leadership.

Value	Descriptor	Behaviour
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<b>People first</b>	Our priority is the safety and wellbeing of our people. We believe in, and respect, the power of diverse perspectives. We seek out and learn from our differences.	<ul style="list-style-type: none"> <li>• Respectful</li> <li>• Caring</li> <li>• Inclusive</li> </ul>
<b>Further together</b>	We achieve more together than we ever could alone. We listen and collaborate, in teams, across disciplines, across boundaries. We embrace ambiguity and use discussion and persistence to generate unique solutions to complex problems.	<ul style="list-style-type: none"> <li>• Accountable</li> <li>• Authentic</li> <li>• Courageous</li> </ul>
<b>Making it real</b>	We do science with real impact. We thrive when taking on the big challenges facing the world. We take educated risks and defy convention. We celebrate successes and failures and leverage them to learn as we strive to be the force for positive change.	<ul style="list-style-type: none"> <li>• Partnering</li> <li>• Cooperative</li> <li>• Humble</li> </ul>
<b>Trusted</b>	We're driven by purpose but remain objective. We fight misinformation with facts. We earn trust everywhere through everything we do. We trust each other and we hold each other accountable. Together our actions drive Australia's trust in CSIRO.	<ul style="list-style-type: none"> <li>• Curious</li> <li>• Adaptive</li> <li>• Entrepreneurial</li> </ul>

### 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](#).

### 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 NV1.