# Position Details

## Communication & Information- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Government Relations Advisor |
| Job Reference | 71025 |
| Tenure | Indefinite  Full-time |
| Salary Range | AU$83,687 to AU$94,679 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Black Mountain ACT |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Communication Manager – Government Relations |
| Client Focus – Internal | 60% |
| Client Focus – External | 40% |
| Number of Direct Reports | 0 |
| Enquire about this job | Liz Yuncken via email at [Elizabeth.Yuncken@csiro.au](mailto:Elizabeth.Yuncken@csiro.au) or phone 02 6218 3547  OR  Sean Hannan via email at [Sean.Hannan@csiro.au](mailto:Sean.Hannan@csiro.au) or phone 02 6246 4037 |
| 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. |

### Role Overview

The Government Relations team and Ministerial Liaison Office (MLO), manage and support CSIRO's relationship with its Minister, its engagement with the Federal Parliament and supports CSIRO’s interactions as a part of the Commonwealth Government.

This role supports the implementation of a government engagement strategy to enable CSIRO to better support the delivery of government priorities and in so doing enhance CSIRO objectives and role as trusted adviser.

The incumbent will manage and prioritise multiple tasks with varying levels of complexity and urgency.

**Security Clearance:**This is a security assessed position. Applicants must be an Australian citizen, with successful candidate either holding or having the ability to obtain a Negative Vetting 1, Australian Government security clearance.

### Duties and Key Result Areas:

* Support the implementation of CSIRO’s government relations strategy.
* Support the implementation of the communications and engagement plan for key government stakeholders.
* Support government engagement coordination across CSIRO through information sharing, monitoring of government engagement activities and regular interactions with staff who engage with government.
* Support work to increase CSIRO capability to undertake effective government engagement by building awareness of government, policy development and mechanisms for engagement.
* Support regular and effective reporting to senior management on government engagement activities and impact.
* Build effective and sustainable relationships at multiple levels across government to support the implementation of CSIRO’s government relations strategy.
* Support delivery of high quality, accurate and timely written briefs that summarise CSIRO’s research and operational activities and their impact for government.
* Work across the organisation to support timely identification and management of opportunities and issues as they relate to government stakeholders.
* Support CSIRO interactions and engagement with government stakeholders.
* As required, support CSIRO’s involvement in the Senate Estimates process, including development of position papers on areas of science and CSIRO’s impact, as appropriate.
* Support management and involvement in key events (Science for Breakfast, Science for Policy, Science meets Parliament) and identify and deliver other opportunities for proactive engagement with Government departments and the Parliament.
* Maintain an awareness of current Government, parliamentary and public policy issues and development, identifying those relevant to CSIRO and responding accordingly.
* Provide a flexible, adaptive and responsive approach in delivering activities across the team and the wider organisation.
* Deliver effective outcomes using sound judgment and applying contemporary skills.
* Seek opportunities to share knowledge and lessons within the team in order to develop a multi skilled team where individuals have more than one area of expertise
* Promote a strong safety culture through active management of HSE performance.
* 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.
* Work collaboratively as part of a multi-disciplinary, often regionally dispersed research team, and business unit to carry out tasks in support of CSIRO scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

## **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:** Recognise 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.

## **Selection Criteria**

#### Essential

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

1. Demonstrated ability to provide superior liaison/communication skills gained through relevant tertiary qualification and /or demonstrated work experience.
2. Demonstrated high level of analytical capability and a creative approach to problem solving.
3. Excellent interpersonal, negotiation and representational skills and the demonstrated ability to build effective relationships with internal and external stakeholders as well as the ability to work across organisational boundaries to deliver a one-CSIRO approach.
4. Demonstrated ability to work as part of a multi-disciplinary team operating in a dynamic environment that may require occasional long and/or irregular hours and the ability to prioritise work to tight deadlines with a track record of delivery of outcomes.
5. Demonstrated knowledge of the operation of Government and Parliament.
6. Demonstrated high degree of judgement and discretion.

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 asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people 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 Negative Vetting 1 level.

## **About CSIRO:**

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

CSIRO is a values-based organisation. We expect our employees to demonstrate behaviours aligned to our values of:

• People First

• Further Together

• Making it Real

• Trusted