# Position Details

## Communication & Information- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Government Engagement Senior Adviser |
| Job Reference | 71028 |
| Tenure | Specified Term of 12 months  Full-time |
| Salary Range | AU$98,735 to AU$106,848 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Canberra: CSIRO - Black Mountain (3 days) and Department of Health (2 days) |
| 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 | 40% |
| Client Focus – External | 60% |
| Number of Direct Reports | 0 |
| Enquire about this job | Sean Hannan via email at [Sean.Hannan@csiro.au](mailto:Sean.Hannan@csiro.au) or phone 02 6246 4037  OR  Liz Yuncken via email at [Elizabeth.Yuncken@csiro.au](mailto:Elizabeth.Yuncken@csiro.au) or phone 02 6218 3547 |
| 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 CSIRO’s Government interactions.

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 role is also the CSIRO representative to support engagement with the Department of Health on COVID-19.

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:

* Build effective and sustainable relationships at multiple levels across government necessary to implement CSIRO’s government relations strategy.
* Build and maintain an awareness of current Government, parliamentary and public policy issues and development, identifying those relevant to CSIRO and responding accordingly.
* Work across the organisation to support timely identification and management of opportunities and issues as they relate to government stakeholders.
* Deliver high quality, accurate and timely written briefs that summarise CSIRO’s research and operational activities and their impact for government.
* Provide a flexible, adaptive and responsive approach in delivering activities across the team and the wider organisation.
* 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.
* 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:** 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.

## **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. Demonstrated capacity to develop and deliver creative and proactive engagement mechanisms to support strategic, organisation-level relationships with government, and to facilitate uptake of CSIRO’s expertise by policy-makers.
4. 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.
5. 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.
6. Demonstrated conceptual and practical knowledge of the operation of Government and Parliament.
7. 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 Negative Vetting Level 1.

## **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