# Position Details

## Administrative Services- CSOF5

|  |  |
| --- | --- |
| The following information is for applicants | |
| Advertised Job Title | Risk Officer |
| Job Reference | 70844 |
| Tenure | Specified Term of 3 years.  Full-time |
| Salary Range | AU$98,735 to AU$106,848 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Melbourne, Canberra or Sydney |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Executive Manager, Risk |
| Client Focus – Internal | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Peter Duffy via email at [Peter.Duffy@csiro.au](mailto:Peter.Duffy@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](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

The CSIRO Risk Unit is an integral part of the Governance Group that exists to support sound and transparent decision making, strengthen organisational resilience and protect CSIRO’s licence to operate. The Risk Unit achieves this through:

* Leading the establishment and ongoing enhancement of best practice risk management frameworks and processes and the integration of these into key business processes.
* Facilitating a greater understanding and clearer articulation of risk appetite and tolerance.
* Developing and executing the processes that develop and maintain the CSIRO Organisational Risk Profile and risk registers at Business Unit/Functional levels.
* Supporting the ability of the organisation to identify and respond to critical incidents and situations through developing and enhancing the CSIRO Situation Management Framework and leading the CSIRO Issues Management Group.

This is a security assessed position. Applicants must be an Australian citizen, with successful candidate either holding or having the ability to obtain a Baseline level, Australian Government security clearance.

### Duties and Key Result Areas:

* Assist with the integration of risk into the organisation’s operations i.e. risk and decision making of commercial transactions, research projects.
* Contribute to the development of the Organisational Risk Profile including on-going monitoring and review.
* Contribute to the development and review of risk assessment processes including;
  + Planning,
  + Fieldwork
  + Reporting
* Document processes, controls and procedures in support of risk assignments e.g. risk identification, causes, impacts and controls.
* Facilitating risk discussions and risk workshops.
* Establish and maintain effective working relationships with risk stakeholders including Senior Leaders of Business Units and Corporate Functions.
* Clear understanding of organisational and strategic perspective and linkages with Risk Management.
* Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work as an autonomous member or leader of an often regionally dispersed team
* Work collaboratively with colleagues within your team, the business unit and across CSIRO, to reach objectives, representing CSIRO at external and internal forums.
* Generate improved solutions to complex problems and resolve matters using creativity, reasoning and past experience.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm 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. A relevant tertiary qualification and/or equivalent management/leadership experience in a relevant area.
2. Demonstrated capability and working knowledge equivalent to 3-4 years’ experience in risk assessment, enterprise wide risk management and risk facilitation, and in Business Continuity Management and related fields.
3. Demonstrated working knowledge or the ability to learn of risk management policies, standards AS/NZS ISO 31000:2009, methodologies and relevant legislative framework.
4. The ability to work effectively in a team environment, collaborate widely both internally and externally, and provide guidance to managers and staff.
5. Demonstrated ability to evaluate, interpret and synthesise complex information and draws logical conclusions and linkages.
6. Excellent verbal communication and report writing skills. Ability to distil and articulate complex materials in a concise and straight forward manner.

Special 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 Baseline 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