# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Risk and Compliance Officer |
| Job Reference | 77261 |
| Tenure | Specified Term of 2 years  Full-time |
| Salary Range | AU$100,710\_ to AU$108,985pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | To be negotiated |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Manager, Operations Team - Busines Development and Global |
| Client Focus – Internal | 85% |
| Client Focus – External | 15% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Shane Fava via email at [shane.fava@csiro.au](mailto:shane.fava@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

CSIRO’s vision is to be Australia’s innovation catalyst, boosting the country’s innovation performance and creating value for customers that makes a positive impact to our nation. At CSIRO it is an exciting time, with a focus is on Australia’s future and cultivating a competitive edge for global engagement National benefit, a core part of CSIRO’s 2021 strategy.

Administrative staff in CSIRO provides administrative and management services to support the effective provision of research and development activities. This involves the development and implementation and/or administration of policies, systems and procedures that assist the organisation and the business units to achieve their objectives and meet Government and regulatory responsibilities.

The Business Development and Global (BD+G) team has identified a new opportunity for an enthusiastic individual to support the management of risk, compliance and audit related activities across the BD+G Program and ensure alignment with CSIROs strategy, adherence to policy requirements and meet external legislative standards. The successful candidate will work across all portfolios of work within BD+G and bring together expertise from Enterprise Support Services (ESS) including legal, commercial and IMT in the development of risk, compliance and audit processes and procedures.

Reporting to the Operations Manager, part of the Program and Support Team within BD+G, the role will contribute to a number of primarily internal facing initiatives and ongoing activities focussed on:

* identifying, measuring, managing and reporting intra program risks
* helping develop processes to better evaluate business-specific risk
* monitoring and conducting risk and compliance assessments

Central to this role is the ability to work in close collaboration with other members of BD+G team to foster trusted relationships with key internal stakeholders in the delivery of all necessary work packages.

### Duties and Key Result Areas:

* Management and coordination of all risk, compliance and audit systems, processes and tools necessary to ensure BD+G’s adherence to CSIROs internal policy requirements and external legislative standards
* Delivery of intra program audits (and manage mitigating activities) relating to the current risk profile across the BD+G suite of activities ensuring compliance with external commercial, legal, privacy, cyber and records requirements
* Audit and management of new project initiatives that require compliance planning and reporting (e.g., Pricing Portfolio)
* Ongoing updating of internal risk registers for BD+G and support the development of risk registers for offshore entities where required
* Management of HSE thresholds and updating of key risk areas
* Contribute to general Operations and wider BD&G project initiatives across the organisation often based on tight timeframes utilising diverse research groups and stakeholder expertise
* Manage multiple project schedules to ensure that necessary deliverables are completed according to project plans and timelines.
* Provide general team administration such as minuting, document control and internal content management support when and where needed.
* 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, regionally dispersed team and Business Unit, to carry out tasks in support of CSIRO’s broader scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policies, diversity initiatives and making safety personal goals.

## **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. Relevant diploma/bachelor’s degree or equivalent relevant work experience with a focus on risk, compliance and audit
2. Proven ability to establish and develop strong stakeholder relationships utilising influencing skills to gain support for new initiatives both within and outside an organisation
3. Demonstrated experience in project coordination and the management of a variety of stakeholders in high pressure situations
4. The ability to work effectively in a team environment, proactively collaborating and consulting with internal and external stakeholders to accomplish objectives
5. The ability to identify complex issues and develop appropriate responses through abstract thinking and using creative solutions.

## **Desirable:**

Risk management qualification.

Special Requirements:

Security clearance at the NV1 Level

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2. Find out more about CSIRO [Energy](https://www.csiro.au/en/Research/EF)

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