# Position Details

## General Management – CSOF7

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| The following information is for applicants | |
| Advertised Job Title | Executive Manager Security & Resilience |
| Job Reference | 73653 |
| Tenure | Indefinite  Full-time |
| Salary Range | AU$139,166 to AU$153,975 pa + up to 15.4% superannuation |
| Location(s) | Negotiable - Canberra, ACT preferred |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens Only |
| Position reports to the | Director Business and Infrastructure Services |
| Client Focus – Internal | 70% |
| Client Focus – External | 30% |
| Number of Direct Reports | 1 |
| Enquire about this job | Contact Michelle Hamilton via email at [michelle.hamilton@csiro.au](mailto:michelle.hamilton@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 role of General Management staff in CSIRO contributes to the effective delivery of organisational priorities by providing high-level advice to senior managers, including members of the Executive and/or Business Unit leaders. This is a senior role that facilitates the strategic development of organisational capability, responsible for initiating and implementing organisational change and representing CBIS and CSIRO interests in external forums.

Security and Resilience is a central point for the governance and implementation of security across CSIRO and is responsible for maintaining the security and integrity of research across the organisation. Security and Resilience collaborates with both enterprise and research areas across CSIRO, maintaining a close relationship with government, national security agencies as well as universities.

### Duties and Key Result Areas:

* Strategic understanding of current security and legislative issues at a national level, and across multiple sectors.
* Provide expert knowledge and maintain existing key stakeholder contacts and strategic partnerships with national security agencies and other government departments.
* Develop and implement security frameworks for the organisation, in line with the Protective Security Policy Framework (PSPF).
* Manage complex Business Unit interactions with a variety of clients, involving the negotiation of multi-party agreements/contracts, developing and promoting the benefit of the proposed initiative, and assisting other staff with strategies to promote their service and/or product, and deliver results to clients.
* Become involved in decision-making at the earliest opportunity, developing the approach to negotiation, forming relationships with clients, and balancing immediate and long-term benefits, in order to ensure sustainable relationships, repeat business and build opportunities for new business.
* Under broad guidance, fulfil a leading role in planning and allocating resources, often as a member of the CBIS Leadership Team.
* Provide high-level strategic advice to the Executive, Directors and/or Research Directors concerning Business Unit and/or organisational issues, influencing organisational and/or Government decisions.
* Have a broad knowledge of CSIRO’s capability, industry needs and government policy, understand the political, social and organisational environment, and align CBIS and organisational objectives, as required.
* Contribute to cross-functional taskforces, policy bodies and committees and develop strong cooperative relationships with industry.
* Represent CBIS and CSIRO at external and internal forums/events, advocating CSIRO’s position with government bodies and securing network support for CSIRO’s preferred position.
* Forecast potential influences on the Business Unit and/or the Organisations’ operating environment and develop and implement preparatory strategies.
* Develop, promote and evaluate the impact of new policies and practices to facilitate organisational change at a Business Unit and/or organisational level.
* 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:** Creates and fosters an environment in which there is a high level of cooperation within and between teams. Facilitates positive team relationships to build organisational interaction across CSIRO.
* **Influence and Communication:** Uses complex influencing strategies, for example, assembling strategic coalitions, building behind the scenes support and the tactical use of information to gain support.
* **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency and understanding through integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
* **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
* **Independence:** Commits significant resources in the face of uncertainty and takes calculated risks to improve performance and achieve challenging goals. Uses personal energy to drive change strategies. Formulates and implements contingency plans to minimise the impact of potential risks. Accepts personal responsibility for the outcomes of decisions/risks taken.
* **Adaptability:**Is flexible in response to external change or when faced with external constraints. Identifies and promotes the opportunities arising as a result of change.

## **Selection Criteria**

#### Essential

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

1. Relevant experience in developing security frameworks and policies, inline with the PSPF, particularly translating these requirements from a Commonwealth government perspective for application across CSIRO.
2. Extensive knowledge of issues relating to security challenges faced by the research sector, the government and industry more broadly.
3. High level relationship building and stakeholder management skills including collaboration to develop trusted networks.
4. Extensive knowledge of the connections and interdependencies across the physical, personnel and cyber security domains.
5. Strong leadership abilities with a focus on building highly effective teams.
6. Exceptional senior leadership capability with demonstrated experience managing senior and expert staff, exercising influence, utilising resources and collaborating with other support functions, to enhance and improve CSIRO’s security capability.

## **Desirable:**

1. Tertiary qualification in a relevant or related field.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security clearance requirements.

* The successful candidate will be required to obtain and maintain a security clearance at the Top-Secret Positive Vetting 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. In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* People First
* Further Together
* Making it Real
* Trusted