# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Advisor, Security Impact, Security and Resilience |
| Job Reference | 78741 |
| Tenure | Full-time or Part-time work available |
| Salary Range | AU$100,710 to AU$108,985 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Black Mountain, Canberra |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian citizens only |
| Position reports to the | Manager Security Impact |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Erica Cartledge via email at Erica.Cartledge@csiro.au or phone +61 2 6246 4182 |
| 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

## 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.

CSIRO Security and Resilience is responsible for protecting CSIRO’s people, assets and information against a range of threats, including foreign interference. As Advisor Security Impact, you will be working with stakeholders across CSIRO to ensure that our security practices make a difference, but continue to enable our science. You will work on initiatives such as establishing a security investigations capability, the change program for security culture uplift, and refreshing the due diligence process across CSIRO.

### Duties and Key Result Areas:

* Access personal and sensitive information to provide advice on security policy and staff applications
* Liaise with stakeholders across CSIRO to determine their due diligence and investigations -related needs, tailoring solutions to potentially conflicting requirements, taking personal responsibility for stakeholder satisfaction, and correcting problems promptly and in a constructive manner.
* Based on this liaison, set up an investigations capability as determined, and run this to the satisfaction of stakeholders.
* Assist in change management tasks relating to the CSIRO Security Culture uplift
* Under limited direction, use your expertise to be responsible for a number of smaller projects, with independence of action within your own function, achieving results through the use and allocation of available resources, within constraints laid down by managers. (Including responsibility for results)
* Display a willingness to influence the decision of managers by recognising the need for change in initiating innovative solutions/proposals, and liaise with and influence related professions to develop practices, which support the Business Unit.
* 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.
* Represent CSIRO externally within the security sector.
* Work collaboratively as part of a multi-disciplinary, often regionally dispersed team, to carry out tasks in support of CSIRO’s 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. Proven ability to run analysis, investigations or due diligence research, tailoring output to the needs of government stakeholders, and handling personal and sensitive information appropriately.
2. Excellent stakeholder engagement, including negotiating key outcomes, and providing persuasive advice in the face of divergent views while maintaining strong relationships within the agency and across Government.
3. Demonstrated ability to influence strategic direction, and translate strategic direction into effective operational action.
4. Demonstrated ability to foster trust and encourage new ideas in a diverse team environment, including supporting the development of emerging skills.
5. Excellent written and oral communication skills with the ability to communicate effectively to both technical and non-technical audiences.

## **Desirable:**

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 Negative Vet Level 2 security clearance.

## **About CSIRO:**

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