# Senior Advisor – Ministerial Liaison

**Location:** Black Mountain, ACT

**Hours:** Full-time

**Duration:** Indefinite

**Level:** CSOF5

**Job Reference:** 74543

## Role Overview

The Ministerial Liaison Office (MLO) manages and supports CSIRO's relationship with its Minister and with Federal Parliament.

The role is responsible primarily for coordinating CSIRO’s participation in Parliamentary Inquiry processes. As part of a team providing a range of services that support CSIRO’s day to day interactions with the Minister, the role will lead on or assist with the preparation of ministerial briefs, ministerial correspondence, and other government activities that arise within a statutory authority.

This is a busy role with a need to manage and prioritise multiple tasks with varying levels of complexity and urgency to maintain CSIRO’s reputation for delivering high-quality support to its Minister. Work is often delivered under pressure, especially when parliament is sitting and a track record of being able to deliver on priorities under pressure is essential.

This role reports to the Manager, Ministerial Liaison Office

## Key Duties and Responsibilities

* Maintain an awareness of current Government, parliamentary and public policy issues and develop and identify those relevant to CSIRO and respond accordingly.
* Lead the coordination of CSIRO’s participation in Parliamentary Inquiry processes, particularly ensuring that a one-CSIRO approach is taken to all such engagement activities.
* Prepare high quality, accurate and timely written briefs that summarise CSIRO’s research and operational activities and their impact.
* Utilising expertise, develop strong trusted advisor relationships with client contacts and other stakeholders to deliver priorities within tight timeframes.
* Provide day to day analysis of media, escalating issues/concerns and developing an appropriate response where required.
* Contribute to the provision of timely advice on Ministerial matters to the Chief Executive and Executive Team
* Contribute to the professional development and team performance through coaching, mentoring, feedback, influence and motivating individuals and the team.
* Foster an environment that encourages new ideas and provides support for the development of emerging skills and ideas.
* Contribute to the ongoing enhancement of the team’s capability through a commitment to effective knowledge transfer where there is a high level of cooperation with and between the teams.
* Flexible, adaptive, and responsive approach in delivering activities across the team and the wider organisation.
* Accept full responsibility for decisions - overcoming problems and setbacks in achieving team and individual goals.
* Promote a strong safety culture through active management of HSE performance.

## Pre-requisites and knowledge

### Pre-requisites

* **Behaviours:**  A history of demonstrated professional and respectful behaviours and attitudes in a collaborative environment.
* **Special Requirements:** The role requires the ability to hold and maintain an Australian Government Security clearance at the NV1 level.

### Experience and skills

1. Strong comprehensive, written and oral communication skills combined with high level analytical capability and the ability to develop a creative approach to problem solving.
2. Excellent interpersonal, negotiation and representational skills and the demonstrated ability to build trust and respect with internal and external stakeholders as well as the ability to work across organisational boundaries and integrate information into an Enterprise approach.
3. High level analytical and investigative skills.
4. 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 deliver work under pressure, and manage and prioritise multiple tasks work to tight deadlines with a track record of delivery of outcomes.
5. A high degree of judgement and discretion.
6. Demonstration conceptual and practical knowledge of the operation of Government and Parliament.

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