# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Insurance Advisor – Insurance and Financial Policy |
| Job Reference | 74711 |
| Tenure | Indefinite |
| Salary Range | AU$85,361 to AU$96,573 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Canberra preferred, other locations considered |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens Only |
| Position reports to the | Finance Coordinator, Insurance and Financial Policy |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Stephanie Carey via email at [Stephanie.Carey@csiro.au](mailto:Stephanie.Carey@csiro.au) or phone +61 2 6276 6523 |
| 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 Finance aims to provide reliable, accurate, timely, customer-focused information and strategic insight to support and enable CSIRO’s financial sustainability through the effective use of resources.

The Insurance Advisor provides day-to-day insurance advice to support the organisation manage its insurable risks. They also provide strategic and analytical advice to assist management with delivering CSIRO business objectives, ensuring insurance procedures and information are easy to understand and provide clear up to date guidance to staff.

The position is also responsible for assisting with governance activities related to financial procedures to ensure control mechanisms minimise risks and support a culture of accountability and compliance with CSIRO’s financial policy framework.

### Duties and Key Result Areas:

* Under limited supervision, provide expert advice to stakeholders concerning the Comcover Insurance Policy and Non-Resident Medical insurance policy.
* Manage the Comcover and non-resident medical insurance renewal processes, collaborating with stakeholders across CSIRO business units to obtain and interpret all relevant information.
* Analyse and interpret Insurance policies to ensure the adequacy of cover and provide recommendations of change where appropriate.
* Manage the non-resident Insurance policy, effectively working with CSIRO HR and Recruitment teams to ensure all employees on sponsored visas are appropriately insured as required.
* Provide trusted advice to CSIRO business units related to insurance clauses and contracts.
* Manage the relationship between CSIRO and Comcover & other Insurance Brokers.
* Coordinate expatriate insurance for seconded CSIRO employees.
* 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:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
* **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:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **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. Demonstrated technical knowledge and/or experience working in an insurance environment in the government or private sector.
2. Proven experience identifying and analysing complex or ill-defined problems and developing appropriate solutions to communicate clearly to stakeholders.
3. Excellent written and verbal communication skills with the ability to deliver clear, concise and compelling messaging to a broad audience.
4. Proven ability to achieve a high level of trust and respect and build strong, productive and collaborative relationships with stakeholders providing accurate and timely advice that influences outcomes.
5. Demonstrated ability contributing to a high performing team, working cooperatively to achieve common goals to an expected standard with high self motivation and organisational skills.

**Desirable:**

1. An understanding of the Commonwealth’s insurance arrangements.
2. Previous experience working in a finance team in an operational environment.
3. High-level Microsoft Office skills.

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 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. 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