# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Fraud Control Advisor |
| Job Reference | 72042 |
| Tenure | Indefinite, Full-time |
| Salary Range | AU$98,735\_ to AU$106,848 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Melbourne (Preferred), will also consider Sydney, Brisbane, Canberra or Adelaide |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Manager – Fraud Control |
| Client Focus – Internal | 70% |
| Client Focus – External | 30% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Vincent Butera via email at vincent.butera@csiro.au or phone +61 0 448 352 598 |
| 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

## Reporting to the CSIRO Manager - Fraud Control and under limited direction, the Fraud Control Advisor is responsible for assisting in the implementation of CSIROs fraud and corruption control and prevention strategies.

## Consistent with Commonwealth Fraud Control and Investigations standards, the Fraud Control Advisor will;

## Support the Coordination and development of CSIROs fraud control governance education and awareness programmes

## Monitor, assess and update organisational fraud risk

## Conduct fraud analysis activities

## Conduct fraud assessment investigation in relation to alleged fraud matters.

## The Fraud Control Advisor will apply:

## A very good understanding and compliance with related Commonwealth Legislation and fraud related policy, investigations standards

* An excellent communication and engagement capability in a multi-jurisdictional and complex environment
* A collaborative and supportive approach projects with a fraud control nexus
* Innovative approach to fraud control and risk related matter or opportunities

### Duties and Key Result Areas:

* Support strategic policy direction and management of operational elements for CSIRO’s Fraud Control function
* Establish and maintain effective working relationships with internal and external leadership to support CSIRO’s Fraud and Corruption Control Framework
* Enhance and maintain Fraud analytics capability and reporting systems
* Fraud analytical and technical reporting to the Fraud Control Manager
* Compilation of fraud incident data, providing monthly reports to the Fraud Control Manager and preparation of other fraud reporting as necessary (e.g. Australian Institute of Criminology Annual Fraud Survey.
* Support CSIRO Business Units and external providers to ensure the successful delivery of fraud control projects and initiatives
* Support Fraud Control to enable adherence to mandatory fraud requirements
* Contribute to the development, implementation and promotion of CSIRO’s Fraud Risk Assessment and Fraud and Corruption Control Plan. Collaborating with internal CSIRO groups as necessary to support these objectives and deliveries
* Liaise with clients to determine their needs, tailoring solutions to potentially conflicting requirements, resolving problems promptly and in a constructive manner.
* Analysis of data and liaison with internal and external stakeholders to evaluate/assess the fraud threat environment to determine CSIROs fraud risk and undertake CSIRO fraud risk assessment at least every two years.
* Development of CSIRO’s fraud governance including the Fraud Control Plan and procedures as necessary.
* Coordinate and deliver fraud education and awareness programmes as necessary.
* Undertake initial assessment and/or investigation of fraud matters in accordance with the Australian Government Investigation Standards, Commonwealth Fraud Control Guidelines, CSIRO Fraud Control Plan and CSIRO Procedures
* 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**

Please note: Under CSIRO policy only applicants who meet all the essential criteria can be appointed.

**Pre-Requisite**

* Qualifications in Government Investigations and/or Fraud Control or a related field.
  + Certificate IV in Government Investigations and/or intelligence or their equivalent.
* Experience in fraud investigations, intelligence analysis
* Very good understanding of fraud risk management

**Essential Criteria**

1. A contemporary knowledge of and extensive demonstrated experience in fraud compliance and prevention strategies.
2. Ability to evaluate, interpret and synthesise complex information and draw logical conclusions and linkages.
3. Ability to work autonomously, and to collaborate with Business Unit/Functional leadership to deliver often complex outcomes involving multiple stakeholders
4. Has a practical knowledge and understanding of Fraud and Corruption Control legislation with an ability to apply this knowledge across CSIRO
5. Maintaining a contemporary knowledge of Commonwealth Fraud Control and Investigations strategies and methodologies.
6. Demonstrated experience in undertaking complex fraud investigations or other investigations, or the demonstrated ability to analyse information in line with contributing to the outcome of an investigation.

**Desirable Criteria**

1. An in depth understanding of Commonwealth Fraud Policy and Guidelines and experience in developing fraud related policy and governance.
2. Demonstrated experience in undertaking fraud risk assessments and implementation of fraud risk mitigation strategies and development of solutions/recommendations.
3. Proven previous experience with the development of fraud education and awareness strategies.
4. A solid industry and agency network.

Special Requirements

* The successful candidate will be required to obtain and maintain a security clearance at the Negative Vetting 1 level.

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