# Position Details

## General Management – CSOF7

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| The following information is for applicants | |
| Advertised Job Title | Executive Manager – Policy, Risk, Compliance and Fraud |
| Job Reference | 75481 |
| Tenure | Indefinite  Full-time |
| Salary Range | AU$139,166 to AU$153,975 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Canberra, ACT preferred - Clayton, VIC negotiable |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens Only |
| Position reports to the | Director, Governance |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 4 |
| Enquire about this job | Contact Lyn Murphy via email at [lyn.murphy@csiro.au](mailto:lyn.murphy@csiro.au) or phone +61 2 6246 5606 |
| 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 Executive Manager contributes to the effective delivery of the Policy, Risk, Fraud and Compliance programs by providing high-level advice to senior managers, usually members of the Executive 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 the Governance interests across the organisation.

The Governance group within CSIRO is very focused on providing a good customer experience. We provide strategic advice and protectives frameworks through a collaborative engagement approach with the business. The right person for this position will be keen to engage with this approach and bring a reflective and innovative mindset to ensure a strong customer focus is maintained. They will also bring their expertise knowledge and delivery experience in best practice governance methodologies.

### Duties and Key Result Areas:

With a focus on CSIRO’s governance framework, including Policy, Risk Management, Fraud control and Compliance, the Executive Manager will provide:

* Functional leadership: operational and strategic planning, high level advice and communication, and project management.
* Capability leadership: manage and coach staff, facilitate and influence to achieve a high‑performance and inclusive culture.
* Engagement and Partnerships: build & maintain effective internal and external relationships within the broader CSIRO business units, support functions and stakeholders to enable service delivery and collaboration, represent CSIRO at forums.
* Resource Leadership: oversee project portfolio, financial/budget management and forecasting, risk management and planning.
* Collaboration: plan end to end stakeholder engagement facilitating joined up governance services.
* Change Management: facilitate active change across the Governance group maintaining commitment to the direction CSIRO is heading and actively communicate this with staff.
* Compliance: maintain strong governance framework to meet legislative requirements.
* Provide high-level strategic advice to the Executive, Directors concerning Governance issues such as best practice in policy, risk compliance and fraud.
* Understand our client’s needs to support robust decision-making in a timely manner, forming relationships with clients, and balancing immediate and long-term benefits, to ensure sustainable relationships.
* Develop, promote, and evaluate the impact of new policies and practices to facilitate organisational change at an 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.
* 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. Demonstrated leadership and skills in Governance including establishment and delivery of contemporary policy and best practice risk, compliance, and fraud frameworks.
2. Delivery of large complex governance projects against CSIRO objectives on time and budget.
3. Recent demonstrated leadership of multi-disciplinary teams which encourage new ideas, build trust and provide support for the development of emerging skills, including influencing staff in observing corporate and professional standards, acting as trusted advisers, fostering effective client relationships, and ensuring alignment between client needs and CSIRO’s objectives.
4. Relevant degree / training in public administration or similar discipline from a recognised training institution and demonstrated achievement in senior advisory and managerial roles.
5. A significant record of innovation and creativity plus the ability and willingness to implement and promote a joined-up customer support approach to working with the business to achieve CSIRO’s objectives.

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 NV1 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