# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Policy Advisor - Governance |
| Job Reference | 77671 |
| Tenure | Specified Term of 12 months  Full-time |
| Salary Range | AU$100,710 to AU$108,985 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Black Mountain, ACT or Clayton, VIC |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens Only |
| Position reports to the | Manager, Policy |
| Client Focus – Internal | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | 0-2 |
| Enquire about this job | Julie Christie via email at Julie.Christie@csiro.au |
| 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 CSIRO Policy Advisor is an integral part of the Governance Group that exists to support best practice governance and ensure assurance frameworks are in place to support sound and transparent decision making, strengthen organisational resilience and protect CSIRO’s licence to operate. The Policy Advisor achieves this through:

* Providing strategic and operational direction for policy across CSIRO
* Developing and monitoring systems and plans to improve policy across CSIRO
* Leading the establishment and ongoing enhancement of best practice policy management frameworks and processes, and the integration of these into key business processes.
* Providing expert advice and support for CSIRO on existing governance obligations and systems and where improvements are required.
* Leading by example and adhering to CSIRO Values, Code of Conduct, Diversity and HSE requirements at all times is a fundamental requirement of the role.

### Duties and Key Result Areas:

* Day to day management of CSIRO’s policy and delegation frameworks.
* Day to day management of the Conflict of Interest, Private Interests, Gifts and Benefits, Memberships and Sponsorships procedures and registers.
* Supporting policy reporting to Executive Committees and Board.
* Developing and delivering training and education to ensure all CSIRO has access to appropriate resources to support their accountabilities and responsibilities.
* Establishing and maintaining effective relationships with stakeholders across all levels of leadership including the Executive.
* Communicating in writing and verbally, clearly, concisely, effectively and respectfully, with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Working collaboratively with colleagues within your team, the Governance Team, and from across CSIRO, and representing CSIRO at external and internal forums.
* Liaise with clients to determine their needs, tailoring solutions to potentially conflicting requirements, taking personal responsibility for client satisfaction, and correcting problems promptly and in a constructive manner.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm 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. The ability to work effectively in a team environment, collaborate widely both internally and externally, and provide leadership and guidance to staff.
2. Demonstrated ability to evaluate, interpret, synthesise and communicate complex information and draw logical conclusions and linkages.
3. Excellent verbal communication and written skills, including for a range of stakeholders and for senior executive forums. Ability to distil and articulate complex materials in a concise and straight forward manner.

## **Desirable:**

1. Experience and/or qualifications in public sector policy.

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 baseline.

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