# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Secretariat Advisor - Governance |
| Job Reference | 77672 |
| 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](mailto: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 Secretariat Advisor supports the Policy Manager in providing high quality secretariat services to CSIRO management, to enable high quality decision making and provision of advice. The Secretariat Advisor achieves this through:

* Preparing high quality committee materials and supporting documentation.
* Supporting CSIRO Business Units and Missions in the management of their Advisory Groups.
* Coordinating Governance reporting to the Audit Risk and Advisory Committee (ARCC), including Governance requests for information from CSIRO.

### Duties and Key Result Areas:

* Coordinating the ARCC and Major Transaction Committee (MTC) meetings, including:
  + assisting in development of forward calendar and agendas
  + assisting in providing advice to CSIRO about the committees
  + maintaining templates, decision register and support materials on MyCSIRO
  + collating papers and reporting for meetings
  + assisting in preparation of minutes and briefs to the Executive Team
  + managing action items.
* Working across Governance to coordinate reporting requirements and assist in maintaining the Governance calendar.
* Working with the ET and Board Secretariat to facilitate coordination of meetings and reporting across CSIRO.
* Working with BUs and Missions to support CSIRO Advisory Groups by:
  + assisting in providing advice on Advisory Group governance
  + maintaining templates, and support materials on MyCSIRO
  + maintaining a register of Advisory Group members and publishing to CSIRO.au.
* Communicating openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Adhering 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:** 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. Experience in preparing committee papers/briefs and minute taking.
2. Experience in managing multiple competing deadlines.
3. Excellent verbal communication and written skills, including for a range of stakeholders and for senior executive forums.
4. Ability to distil and articulate complex materials in a concise and straight forward manner.

## **Desirable:**

1. Experience in Policy, Audit, Risk and Compliance areas.

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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