# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants |
| Advertised Job Title | Policy Officer |
| Job Reference | 78422 |
| Tenure | Specified Term of 8 months.Full-time |
| Salary Range | AU$85,361 to AU$93,769 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Canberra |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents Only
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| Position reports to the | Policy Advisor, Governance |
| Client Focus – Internal | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | 0 |
| Enquire about this job | Julie Christie via email at Julie.Christie@csiro.au or call 026276 6996 |
| How to apply | Email resume to Julie.Christie@csiro.au |

### Role Overview

The CSIRO Policy Officer 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 Officer achieves this through supporting the Policy Advisor in:

* 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:

Working with the Policy Advisor, support the Policy Manager by:

* Developing, managing and undertaking policy and program improvement activities.
* Leading and contributing to drive evaluation of existing policies / programs in conjunction with relevant stakeholders.
* 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:** 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

1. The ability to work effectively in a team environment, collaborate widely both internally and externally, and building and sustaining positive and productive working relationships with internal and external stakeholders.
2. Demonstrated ability to actively contributing to the establishment and attainment of team goals and have responsibility for the achievement of specific outcomes.
3. Demonstrated ability to evaluate, interpret, synthesise and communicate complex information and draw logical conclusions and linkages.
4. 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 in Policy- developing, managing and undertaking policy and program improvement activities.

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 asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!