# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants |
| Advertised Job Title | Senior Adviser – Ministerial Liaison |
| Job Reference | 83731 |
| Tenure | Indefinite Full-time |
| Salary Range | AU$102k – AU$111k + up to 15.4% superannuation |
| Location(s) | Canberra (preferred) |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Manager – Ministerial Liaison  |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | 0 |
| Enquire about this job | Sean Hannan via email at sean.hannan@csiro.au or phone +61 2 6246 4037 |
| 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 or call 1300 984 220. |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

### Role Overview

The Ministerial Liaison team manages and supports CSIRO's relationship with its Minister and with Federal Parliament.

The role is responsible primarily for coordinating CSIRO’s participation in Parliamentary Inquiry processes. As part of a team providing a range of services that support CSIRO’s day to day interactions with the Minister, the role will lead on or assist with the preparation of ministerial briefs, ministerial correspondence, and other government activities that arise within a statutory authority.

This is a busy role with a need to manage and prioritise multiple tasks with varying levels of complexity and urgency to maintain CSIRO’s reputation for delivering high-quality support to its Minister. Work is often delivered under pressure, especially when parliament is sitting and a track record of being able to deliver on priorities under pressure is essential.

This role reports to the Manager, Ministerial Liaison team.

### Duties and Key Result Areas

* Maintain an awareness of current Government, parliamentary and public policy issues and develop and identify those relevant to CSIRO and respond accordingly.
* Lead the coordination of CSIRO’s participation in Parliamentary Inquiry processes, particularly ensuring that a one-CSIRO approach is taken to all such engagement activities.
* Prepare high quality, accurate and timely written briefs that summarise CSIRO’s research and operational activities and their impact.
* Utilising expertise, develop strong trusted advisor relationships with client contacts and other stakeholders to deliver priorities within tight timeframes.
* Provide day to day analysis of media, escalating issues/concerns and developing an appropriate response where required.
* Prepare high quality, accurate and timely written briefs that summarise CSIRO’s research and operational activities and their impact for government.
* Contribute to the provision of timely advice on Ministerial matters to the Chief Executive and Executive Team
* Contribute to the professional development and team performance through coaching, mentoring, feedback, influence and motivating individuals and the team.
* Foster an environment that encourages new ideas and provides support for the development of emerging skills and ideas.
* Contribute to the ongoing enhancement of the team’s capability through a commitment to effective knowledge transfer where there is a high level of cooperation with and between the teams.
* Flexible, adaptive and responsive approach in delivering activities across the team and the wider organisation.
* Accept full responsibility for decisions - overcoming problems and setbacks in achieving team and individual goals.
* Promote a strong safety culture through active management of HSE performance.

## **Selection Criteria**

#### Pre-requisites

* Behaviours:  A history of demonstrated professional and respectful behaviours and attitudes in a collaborative environment.
* The role requires the ability to hold and maintain an Australian Government Security clearance.

#### Essential

Under CSIRO policy only those who meet all essential criteria can be appointed.

1. Strong comprehensive, written and oral communication skills combined with high level analytical capability and the ability to develop a creative approach to problem solving.
2. Excellent interpersonal, negotiation and representational skills and the demonstrated ability to build trust and respect with internal and external stakeholders as well as the ability to work across organisational boundaries and integrate information into an Enterprise approach.
3. High level analytical and investigative skills.
4. Demonstrated ability to work as part of a multi-disciplinary team operating in a dynamic environment that may require occasional long and/or irregular hours and the ability to deliver work under pressure and manage and prioritise multiple tasks work to tight deadlines with a track record of delivery of outcomes.
5. A high degree of judgement and discretion.
6. Demonstration conceptual and practical knowledge of the operation of Government and Parliament.

## **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.

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.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) for more information.

CSIRO is a values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

1. People First
2. Further Together
3. Making it Real
4. Trusted