# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Manager (Projects) Government Relations – Stakeholder Engagement |
| Job Reference | 83788 |
| Tenure | Indefinite  Full-time |
| Salary Range | AU$117k - AU$138k + 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 | Executive Manager – Stakeholder Engagement |
| 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](mailto: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](mailto: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 Government Relations team manage and support CSIRO's engagement with government.

The role develops and implements targeted government engagement strategies to enable CSIRO to better support the delivery of government priorities with a focus on education, defence and health, and in so doing enhance CSIRO objectives and role as trusted adviser across these priority areas.

The ability to develop networks and integrate information from a variety of sources into One-CSIRO advice appropriate for a government audience is critical. As is the ability to monitor and analyse government issues of relevance to CSIRO and provide advice on opportunities for CSIRO to provide expertise and knowledge to decision makers. As appropriate, support CSIRO’s contribution to government processes and provide advice in relation to policy development.

This is a busy work environment and there is a need to manage and prioritise multiple tasks with varying levels of complexity and urgency.  A track record of being able to deliver on priorities under pressure is essential.

The role works closely with the Manager, Government Relations and reports to the Executive Manager, Stakeholder Engagement

### Duties and Key Result Areas

* Work across the organisation to develop and implement a government relations strategy to enhance CSIRO objectives and reputation with identified Commonwealth Government portfolios (Defence, Education, Health). Act as a collaborative resource for counsel on government relations to CSIRO functions and contribute to the development of related NPP’s to be considered through the Budget process.
* Identify and champion initiatives of relevance to Government where CSIRO has expertise and capability and facilitate appropriate connections for the mutual benefit of all parties. This includes the identification of opportunities and risks within cross-portfolio policy and program initiatives such as the National Collaborative Research Infrastructure Strategy (NCRIS).
* Using knowledge of national issues relevant to CSIRO’s science and operations, identify and champion initiatives that have the potential to influence CSIRO’s activities.
* Help shape and support implementation of CSIRO’s current government focussed stakeholder engagement plan.
* Work across the organisation to support timely identification and management of issues emerging as they relate to priority portfolios.
* Support CSIRO’s input and liaison with Commonwealth portfolio committees and working groups including the preparation of high quality, accurate and timely written briefs that summarise CSIRO’s research and operational activities and their impact for government.
* Ensure close alignment and coordination with other government engagement activities across CSRO.
* Proactively, balance competing priorities and be principally accountable for delivering value-add networking with relevant stakeholders.
* Build strong relationships across the organisation to ensure engagement strategies are effective and aligned with business drivers and protect CSIRO’s brand and are appropriate for the targeted government audience.
* Other duties as directed.

## **Selection Criteria**

#### Pre-requisites

* A relevant tertiary qualification and / or relevant experience in leadership and management within large or complex organisations.
* A deep understanding of Stakeholder Engagement, Government liaison and policy, and the responsibilities of organisations and leaders.
* 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. Demonstrated experience encompassing:
   1. Strategic planning and implementation, calculating risk, problem solving, effective team management
   2. Significant experience in government processes and developing a stakeholder management plan in a large complex environment, including the ability to build strong relationships with internal and external stakeholders.
   3. A sound knowledge of Australia’s federal government system, its operations and the administrative processes that support them.
   4. A sound knowledge of CSIRO, its purpose, structure, operations and place in the national innovation system and within government.
2. Excellent written and oral communication skills which reflect: a strong sense of audience; an ability to identify and prioritise issues in material provided by others; and an ability to present complex ideas concisely.
3. A high degree of judgement and discretion.
4. Demonstrated experience to build and maintain strong professional and collaborative working relationships with internal colleagues and stakeholders
5. Experience in issues management and stakeholder engagement, and contemporary practices to achieve positive outcomes.

## **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:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas.
* **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, understanding, 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:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

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:

* People First
* Further Together
* Making it Real
* Trusted