# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Risk and Compliance Officer |
| Job Reference | 82671 |
| Tenure | Specified term of 2 years  Full-time (part-time hours also considered) |
| Salary Range | AU$102k - AU$111k pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Hobart, Tasmania |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens and Permanent Residents * New Zealand Citizens   • Australian temporary residents with the right to work for the expected duration of the term (at least to end of September 2024), with no requirement for sponsorship |
| Position reports to the | Research Operations Manager – National Collections and Marine Infrastructure |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | John Doherty via email at [John.Doherty@csiro.au](mailto:John.Doherty@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. |

**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 **Risk and Compliance Officer** delivers high quality support to the National Collections and Marine Infrastructure (NCMI) Business Unit (BU) in several key areas, including responsibility for assessing operational risks, developing and coordinating risk management activities, and driving continuous improvement across NCMI in risk and compliance assurance frameworks. The position ensures compliance with CSIRO policies, as well as with legal and regulatory requirements associated with BU operations, including the ship, engineering facilities, chemical and biological/biohazard research, and delivers initiatives that continually improve the HSE and compliance culture and performance. Through periodic internal reviews, regular reporting, and supporting external audits, the Risk and Compliance Officer identifies issues and inefficiencies in compliance and risk management, and implements appropriate solutions.

### Through our National Collections and Marine Infrastructure (NCMI) business unit we manage collections of plants and animals of Australian and international significance, host and contribute to the Atlas of Living Australia, manage the Environomics Future Science Platform and host the Marine National Facility on behalf of Australia. Together they provide vital resources for research that delivers evidence based support for biosecurity, conservation and the development of sustainable land and marine management systems.

### Duties and Key Result Areas

* Assess operational risks and develop and coordinate risk management activities on behalf of the BU.
* Ensure compliance with CSIRO policies, and legal and regulatory requirements associated with BU operations.
* Liaise with centralised services in Risk & Compliance and Health and Safety as required to leverage corporate support and ensure compliance with corporate policy and practise. Act as a conduit for implementing corporate policy across the NCMI BU.
* Drive continuous improvement across NCMI in risk and compliance assurance frameworks.
* Identify and implement efficiencies in compliance and risk management across the BU.
* Conduct periodic internal reviews to ensure compliance procedures are followed.
* Coordinate and support external audits by regulators and report on BU performance.
* Develop strong trusted adviser relationships with stakeholders in NCMI in the area of risk and compliance management.
* Ensure users and managers understand their responsibilities and accountabilities and have appropriate training in relation to regulatory and compliance requirements.
* Actively participate in team activities, promoting innovation and best practice, and being flexible and adaptive in responding to the requirements.
* Work independently to deliver results through the use and allocation of available resources within constraints laid down by managers.
* Influence the decisions of managers by recognising the need for change and initiating innovative solutions/proposals.
* Liaise with clients to determine their needs and tailor solutions to potentially conflicting requirements.
* Take personal responsibility for client satisfaction, and correct problems promptly and in a constructive manner.
* Liaise with and influence related professions to develop practices which support the BU.
* Represent the BU at external and internal forums related to work function.
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary team to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. A relevant degree or equivalent experience related to Risk & Compliance*.*
2. Demonstrated experience in risk and compliance management.
3. Proven ability to clearly convey information and ideas, and select communication methods appropriate to each audience.
4. Proven ability to establish effective interpersonal relationships with key internal and external stakeholders, including enabling and leading change.
5. Proven ability to work effectively both individually and as part of a team.
6. Demonstrated experience as a trusted advisor who exercises sound judgement, with proven success influencing outcomes across multiple areas of a large organisation.

**Desirable Criteria:**

1. Experience working in a research organisation.

## **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**

The successful candidate will be asked to obtain and provide evidence of a National Police Clearance or equivalent. Please note that individuals 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. Visit [CSIRO Online](http://www.csiro.au/) and [National Collections and Marine Infrastructure](https://www.csiro.au/en/about/people/business-units/NCMI) 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