



Australia's National  
Science Agency

# CSIRO's Chief Legal Officer

## Information for applicants

### **Acknowledgement of Country**

In the spirit of reconciliation, CSIRO acknowledges the Traditional Custodians of country throughout Australia and their connections to land, sea and community. We pay our respect to their Elders past and present and extend that respect to all Aboriginal and Torres Strait Islander peoples today. View our [vision towards reconciliation](#)

### **Child Safety**

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](#).

# About CSIRO (Commonwealth Scientific and Industrial Research Organisation)

We are Australia's National Science Agency, solving the greatest challenges through innovative science and technology. [csiro.au](https://www.csiro.au).

CSIRO is one of the world's largest and most multidisciplinary mission-driven research organisations, creating a better future for Australia.

CSIRO / we:

- are a statutory corporation within the Australian Government's Industry, Science and Resources (DISR) portfolio.
- are established and operate under the *Science and Industry Research Act 1949* (Cth) (SIR Act).
- are a corporate Commonwealth entity for the purposes of the *Public Governance, Performance and Accountability Act 2013* (Cth) (PGPA Act).
- align with the DISR portfolio Budget Statement outcome statement, and give effect to our Ministerial Statement of Expectations, to deliver value to Australia.

In 2022, we were named the 'most trusted' Government Service in Roy Morgan's Trusted Brand Awards. We are also a highly connected innovator, working with universities, governments, Australian businesses of all sizes across all major industries, and communities around the country.

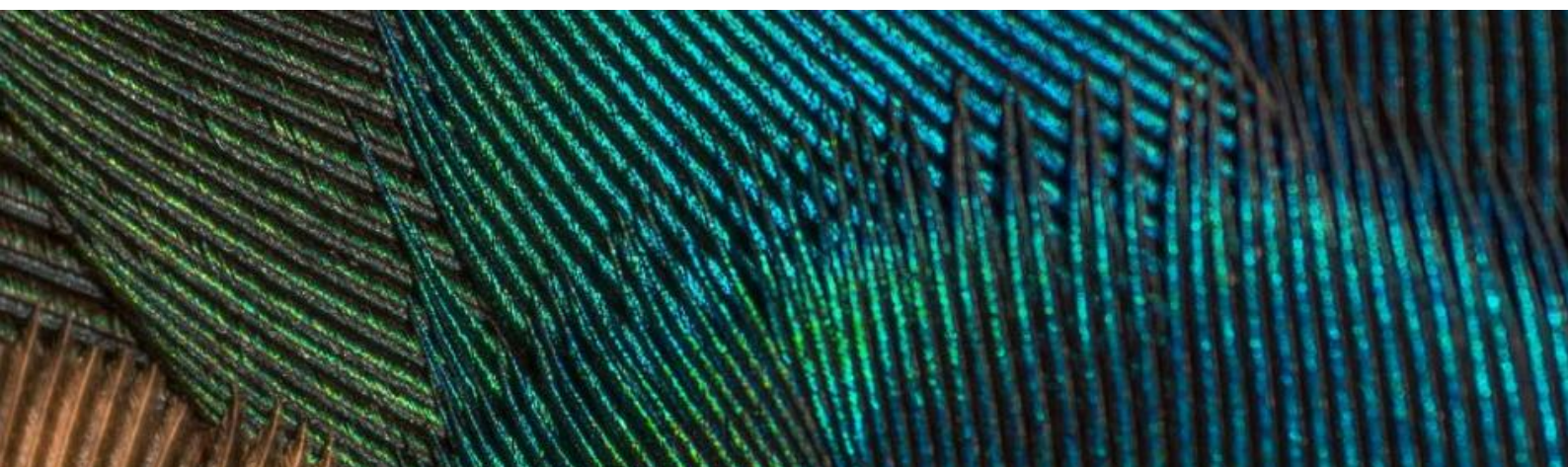
With more than 6,000 staff, we deliver around \$10.2 billion of annual benefit to the nation through our science, advancing Australia's national prosperity, as well as creating environmental and social benefit.

## Our Purpose

Solving the greatest challenges through innovative science and technology.

## Our Vision

Create a better future for Australia.



# Our Outcome

Consistent with the SIR Act, our intended outcome (as stated in the 2022–23 DISR Portfolio Budget Statement) is to *“produce innovative scientific and technology solutions to national challenges and opportunities to benefit industry, the environment and the community, through scientific research and capability development, services and advice”*.

## Our Values

### People First

We put the safety and wellbeing of our people above all else, and we know that diversity is the compass to navigate innovation. (Respect, Caring, Inclusive)

### Trusted

We earn trust everywhere, because we deal only in facts, and we operate with unwavering integrity. (Partnering, Cooperative, Humble)

### Further Together

We collaborate widely and generously to boldly take on challenges that are bigger than ourselves. (Curious, Adaptive, Entrepreneurial)

### Making it Real

We don't just do research – we deliver solutions that create change in our world. (Accountable, Authentic, Courageous)

## The Challenges We Are Solving

### Health and Wellbeing

Enhance the health of Australians through preventative, personalised, biomedical, and digital health services.

### Food security and quality

Achieve sustainable security through new Agrifood products, technology and innovation for Australia.

### A secure Australia and region

Help safeguard Australia from threats (terrorism, regional instability, pandemics, biosecurity, disasters and cyber-attacks).

### Resilient and valuable environments

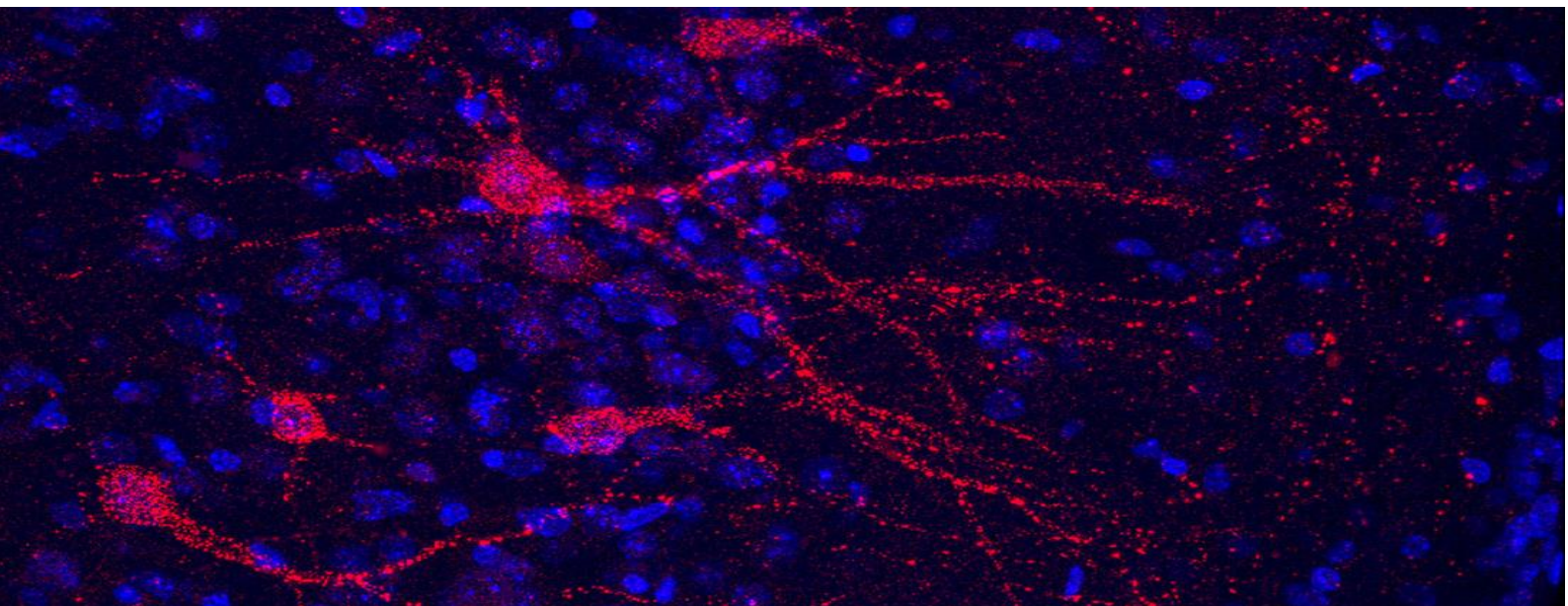
Enhancing the resilience, sustainable use and value of our environments, including by mitigating and adapting to the impacts of climate and global change.

### Sustainable energy and resources

Build competitiveness, sustainability and security of our energy and minerals resources while heading to Net Zero.

## Future Industries

Help create Australia's future industries and jobs by collaborating to boost innovation performance and promote STEM skills.



## How We Deliver

CSIRO has 4 strategic objectives outlined in our Corporate Plan 2022-2023 that guide how we will deliver on our purpose.

### Deliver impact through innovation

Advance Australia's commercialisation of science and deliver new value from digital innovation.

### Purpose-driven science and technology

Deliver impact at scale aligned with the challenges we are solving and the portfolios of research directed to them. Invest in the right future science and technology to solve tomorrow's challenges.

### Engage and empower talent

Attract world-class talent and strengthen our nation's STEM pipeline. Build a culture that makes us an employer of choice and operate in an adaptable, resilient and responsive way.

### Build collaborative networks

Share our world-class national labs and facilities with industry, universities and government and harness the power of our diverse relationships for better outcomes.



# About CSIRO Legal

Legal is a new Enterprise Services function that brings together CSIRO's professional legal, paralegal and Board office services into a single unified team, led by the Chief Legal Officer. The exact composition and size of the team is currently subject to further staff consultation as part of an Enterprise Services Reform and, in the future, may include other functions. At the time of advertising, the Legal team comprises the following functions/roles:

## **Board Office**

Provides support to CSIRO's Board and performs the functions of Corporate Secretary.

## **Enterprise Legal**

Enterprise Legal, currently comprising approximately 20 lawyers and support staff, provides expert legal advice and services to the CSIRO Board, Executive Team, Business Units and Enterprise Support Services in a range of practice areas including corporate governance, administrative law, privacy, freedom of information, property, procurement, work health and safety, workers' compensation, employment, specialist intellectual property (including branding) and litigation.

## **Commercial Legal**

Commercial Legal provides legal advice and assistance to support commercial transactions and activities across CSIRO, including collaborations, funding arrangements, intellectual property licensing, spin-out transactions and joint ventures. The team currently comprises around 30 lawyers.

## **Commercial Contracts**

The Commercial Contracts team works closely with Business Development Managers, Commercial Legal and IP Managers to assist and support staff with their research-related / commercial contracting needs, from setting up a contract through to execution.



# About the Role: CSIRO's Chief Legal Officer

## Summary

<b>Tenure</b>	Specified Term – 3 years, Full-time
<b>Salary Range</b>	Attractive salary package negotiable for the right candidate + 15.4% superannuation.
<b>Location</b>	Negotiable, major sites include Sydney, Brisbane, Canberra, Melbourne and Perth. Other locations may be considered.  (And with a willingness and ability to travel interstate and internationally as required).
<b>Relocation Assistance</b>	Will be provided to the successful candidate if required.
<b>Applications are open to</b>	Australian / New Zealand Citizens and Australian Permanent Residents only.
<b>Position reports to the</b>	Chief Operating Officer
<b>Client Focus – Internal</b>	60%
<b>Client Focus – External</b>	40%

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## Role Overview

CSIRO is seeking to appoint an inaugural Chief Legal Officer to lead the newly established Legal function, comprising CSIRO's combined legal, paralegal and Board office professional service teams.

Reporting to, and working closely with, the Chief Operating Officer, the Chief Legal Officer will be responsible for nurturing and developing the unique and complementary capabilities of the new Legal function, into a collaborative team that delivers core services to CSIRO efficiently and cohesively.

In conjunction, drawing on past experience and expertise in organisational transformation, the Chief Legal Officer will contribute to the ongoing transformation work as part of CSIRO's wider Enterprise Services reform.

The Chief Legal Officer will also be responsible for:

- The role of General Counsel.

- Ensuring the highest standards of professional integrity are maintained across the Legal function.
- Providing empowering and inspirational leadership to the multi-disciplinary functions of the new Legal team.
- Advising CSIRO's Executive, Senior Management and Board, on a broad range of legal matters affecting or relevant to CSIRO's operations.
- Identifying and undertaking business process improvements that supports the provision of efficient professional services and systems.

As a key member of CSIRO's Leadership Team, you will employ your superior collaboration and communication skills to balance delivering Legal's functional and strategic objectives with CSIRO's enterprise-wide priorities and outcomes.

### **Key relationships**

- CSIRO's Leadership Team
  - to collaborate and bring together complementary capability to support delivery of CSIRO's strategic objectives and outcomes.
- Government departments, agencies, general counsels/chief legal officers and networks
  - to build capability, knowledge share and innovate.
- Counterparties and their legal advisers and/or in-house legal teams
  - to significant commercial transactions and legal matters (including disputes/litigation).
- Regulators
  - relevant to CSIRO's operations, including Comcare, Comcover, the Office of Legal Service Co-ordination (Attorney General's Department) and the Office of the Australian Information Commissioner.
- CSIRO's Legal Leadership Team
  - to deliver Legal's functional and strategic priorities and outcomes, build capability and promote professional development.
- Colleagues across CSIRO
  - Digital change and program delivery colleagues across the organisation.

### **Key customers**

- The CSIRO Board, the Executive Team, the CSIRO Leadership Team and senior business leaders across CSIRO
  - to coordinate capability, and prioritise and provide legal services, in support of the delivery of CSIRO's strategic objectives.



# Duties and Key Result Areas

## Leadership

- Understand CSIRO's organisational strategy and values and reflect them in the development of the function's strategy.
- Articulate the vision for your function in a way that inspires and engages both the team and the wider CSIRO.
- Nurture awareness and support the implementation of CSIRO's digital strategy, both for your team and CSIRO.
- Involve staff and key stakeholders in setting the strategic direction of the new Legal function.
- Anticipate and proactively develop a strategy to respond to changes in the legal landscape, regulatory requirements applicable to CSIRO, corporate governance best practice and policy.
- Provide leadership to promote awareness of legal compliance matters that impacts the way CSIRO works, including, for example, working with the CSIRO Privacy Officer and Privacy Champion, in privacy law compliance and promote a culture within CSIRO that values and protects personal information.
- Identify and, where appropriate, respond to legal and governance trends of significance to CSIRO's operations, developing and introducing strategies to position the Organisation to deal with the challenges ahead.
- Introduce new perspectives/directions to address long-standing organisation-wide challenges in the legal, governance and contracting areas.
- Contribute to oversight of financials such as budgets, forecasting etc.

## Excellence in Legal Management

- Hold the role of CSIRO's General Counsel.
- Critically assess whether CSIRO business is carried out in a legally compliant and ethical manner.
- Develop and implement strategically aligned legal procedures, frameworks, processes, systems, policies and guidelines that meet the needs of CSIRO.
- Drive client satisfaction and experience, with a view to promoting legal and contracting services as value-adding.
- Oversee a broad range of legal and contracting staff and services to support CSIRO to deliver against its strategic objectives, including coordinating optimal deployment of CSIRO's deep legal and paralegal capability consistent with CSIRO's strategic priorities.
- Assist and respond to the impact of changes in law and legislation, as well as changes in the CSIRO's operating environment, to manage risk effectively and support compliant operations.



- Prepare, in conjunction with the team, a wide range of papers, briefs, reports and other documentation in connection with significant legal matters affecting CSIRO and complex transactions.
- Co-ordinate appropriate legal support in connection with CSIRO's participation in external processes, such as Royal Commissions, Parliamentary hearings and inquiries.
- Oversee CSIRO's systems, processes and resources for responding to freedom of information (FOI) requests in accordance with statutory requirements and timelines.
- Co-ordinate legal advice and services to support organisational compliance with legal, regulatory and statutory responsibilities arising from CSIRO's activities and status as a corporate Commonwealth entity.
- Communicate effectively with and exercise influence over other (often more senior) staff.
- Provide strategic and comprehensive legal advice to the Chief Executive, Board, Executive Leadership team and broader organisation on data governance issues critical to CSIRO operations.

## **Capability & Resource Leadership**

- Provide leadership, supervision and mentoring to the Legal function, empowering and supporting team members to serve as trusted advisors who are sought out to proactively help the business achieve strategic objectives, respond to legal issues and develop solutions to legal challenges.
- Take the lead in building a strong corporate culture that is aligned with CSIRO's values around compliance and integrity.
- Prioritise and allocate resources to manage the Legal function so as to ensure value is delivered for CSIRO.
- Lead change initiatives effectively across Legal and support change initiatives in the broader organisation.
- Strive for "Zero (physical and psychological) Harm" and actively promote a healthy, safe and environmentally sustainable workplace.
- Model appropriate and professional behaviour in the workplace and manage people matters proactively.
- Attract, develop and retain world-class talent to Legal that meets current and future needs.
- Lead and manage financial resources, people, infrastructure and other assets to ensure their effective, sustainable and efficient use. This includes ensuring resources and assets are prioritised and deployed effectively to meet existing and future requirements.

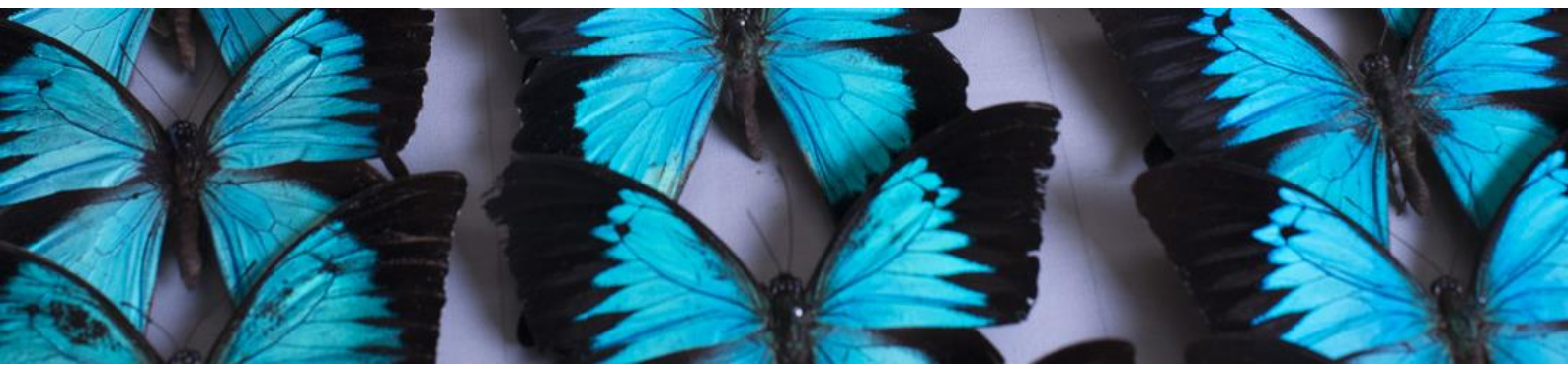
## **Engagement & Partnerships**

- Build deep and trusted relationships with, while establishing yourself as a strategic trusted advisor to, the CSIRO executive, including the Chief Executive, the CSIRO Business Unit leaders and CSIRO's Board.

- Provide regular reports to CSIRO's executive (and Board, where required) regarding any privacy compliance issues arising from CSIRO's handling of personal information.
- Oversee and co-ordinate CSIRO's use, where appropriate, of external legal service providers, including from a procurement and Commonwealth reporting perspective.
- Represent CSIRO in engagements with relevant stakeholders, including other Australian Government, State and Territory representatives, as well as the private sector as necessary.
- Build strategic relationships across CSIRO that foster mobility and cross-functional deployment of resources to support Enterprise initiatives.
- Provide persuasive, commercially sound, professional legal and contracting advice and solutions in a complex and dynamic environment of time pressure, divergent views and agendas, legislative requirements and conflicting priorities.

## Required Competencies for CSIRO Leaders

- **Teamwork and Collaboration:** Creates and fosters a high-performing environment of cooperation and collaboration across business units and teams. Facilitate positive team relationships to build interactions across Business Units and the broader organisation.
- **Influence and Communication:** Communicates clearly and influences effectively, particularly when building behind the scenes support and the tactical use of information to gain support to deliver programs that meet business objectives.
- **Resource Management/Leadership:** Defines and contributes to Business Unit / Sector / organisational policy directions, strategic planning and operationalises the vision for staff and gains commitment to the direction chosen. Plans, seeks, allocates resources and monitors to achieve outcomes. Adopts a mentor role.
- **Judgement and Problem Solving:** Resolves major conceptual technical, commercial or management problems which have a significant impact upon the field of research, professional function, the Business Unit or the organisation. Often where situations faced have little or no precedent and require original concepts and approaches.
- **Independence:** Invests significant resources in the face of uncertainty and takes calculated risks to improve performance and achieve challenging goals. Uses personal energy to drive change strategies. Formulates and implements contingency plans to minimise the impact of potential risks. Accepts personal accountability for the outcomes of decisions or risks taken.
- **Adaptability:** Is flexible in response to external change or when faced with external constraints. Identifies and promotes the opportunities arising as a result of change.



# Selection Criteria

## Essential Pre-requisites

### ▪ **Education/qualifications:**

- A degree in law from an Australian tertiary institution, or a comparable overseas qualification, which is appropriate to the classification and duties of the role.

### ▪ **Practising certificate:**

- A current unrestricted Australian practising certificate.

### ▪ **Relevant legal experience:**

- A minimum of approximately fifteen (15) years post-admission experience, including significant experience in private law firm, in-house and/or government legal roles.
- Demonstrated experience working closely and directly with Board and “C-Suite” in a corporate or government organisation.
- Demonstrated wide-ranging professional experience and technical legal knowledge across commercial, enterprise (including privacy, FOI, health and safety and employment), corporate governance, disputes/litigation and intellectual property legal practice areas.

### ▪ **Other relevant experience:**

- A history of active participation in, and establishing and leading, collaborative, collegiate and cooperative teams, together with a record of strong and inspirational leadership that has contributed to a defined policy direction and strategy.
- Proven ability to foster effective relationships, using highly developed communication skills and complex influencing strategies to strive for and achieve alignment between client or stakeholder needs and CSIRO’s objectives.
- Demonstrated ability to foster and develop strong and trusted relationships with direct reports and teams, founded on trust and respect, together with effective people management skills and practices.
- Demonstrated ability to anticipate and successfully manage and respond to resourcing, technical, commercial or management challenges, which have a potential significant impact at a functional or Organisational level.
- A significant record of innovation and creativity plus the ability and willingness to incorporate and/or promote the inclusion of novel ideas and approaches into projects of all sizes and scale.
- Demonstrated technical knowledge and extensive experience in developing and implementing business systems and processes that are efficient, streamlined and effective and which harness best-available technology.
- Experience with financial management (including but not limited to) budgeting, forecasting, resource management, managing significant funding streams or

programs.

- **Professional ethics:**

- A demonstrated record of adherence to professional ethics and conduct, including professional and respectful workplace behaviour.

- **Travel:**

- The willingness and ability to travel interstate and internationally, as required, noting that CSIRO works hard to accommodate personal arrangements.

- **Security Clearance:**

- Eligibility for a Negative Vetting 2 Security clearance.

### **Desirable Pre-requisites**

- Demonstrated experience working in, and deep technical legal knowledge and understanding of, the Commonwealth operating environment.
- Experience working in a research organisation and an awareness and understanding of the legal issues arising in the research context.
- Graduate Membership of the Australian Institute of Company Directors, or a commensurate alternative.





# Special and Essential Requirements

The successful candidate will be required to undertake a **National Police Clearance** or equivalent as well as an **Australian Government Negative Vetting 2 Security Clearance**. There may also be other potential background checks required.

Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

## Flexible Working Arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work. Talk to us about how this role could be flexible for you. *Work life balance.*



## Diversity and Inclusion

We are working hard to recruit diverse people and ensure that all our people feel supported to do their best work and feel empowered to let their ideas flourish.

We are committed to the safety and wellbeing of all children and young people.

## Eligibility

Due to the security check requirements, applications for this position are open to Australian Citizens only.

## To Apply

As part of the application process, we ask that candidates provide the following:

- **Curriculum Vitae** – outlining relevant aligning career experience and key achievements.
- **Cover Letter or Executive Summary** – outlining the motivation for applying and a high-level snapshot of relevant aligning capabilities and experience. This document should not be longer than two pages.

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:** We put the safety and wellbeing of our people above all else, and we know that diversity is the compass to navigate innovation. (Respect, Caring, Inclusive)

**Trusted:** We earn trust everywhere, because we deal only in facts, and we operate with unwavering integrity. (Partnering, Cooperative, Humble)

**Further Together:** We collaborate widely and generously to boldly take on challenges that are bigger than ourselves. (Curious, Adaptive, Entrepreneurial)

**Making it Real:** We don't just do research – we deliver solutions that create change in our world. (Accountable, Authentic, Courageous)

**For any questions not answered in this document, please feel free to contact:**

Melanie Pecanek  
Executive Talent Acquisition Business Partner  
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**Applications close 11:59pm Australian Eastern Standard Time, Sunday 7th July 2024**

**As Australia's national science agency and innovation catalyst, CSIRO is solving the greatest challenges through innovative science and technology.**

CSIRO. Unlocking a better future for everyone.

**Contact us:**

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+61 3 9545 2176  
csiro.au/contact  
csiro.au

