



Australia's National
Science Agency

Corporate Secretary

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.

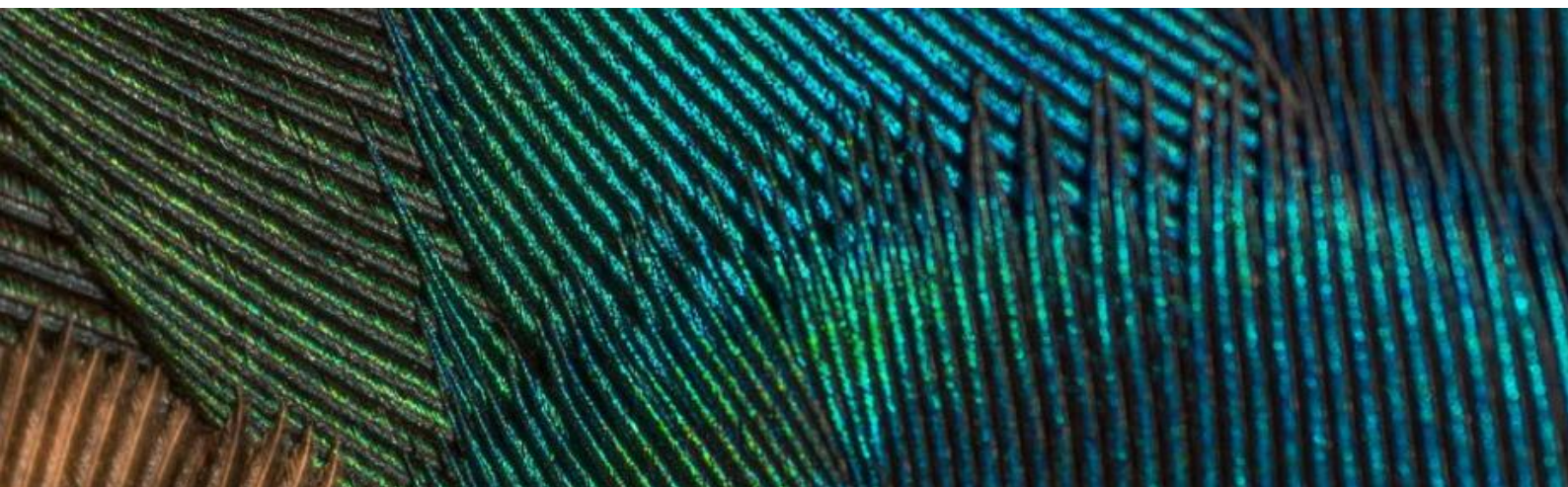
With more than 6,000 staff, we deliver around \$10.2 billion of annual benefit to the nation through our science, advancing Australia's national prosperity, as well as creating environmental and social benefit.

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 also 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

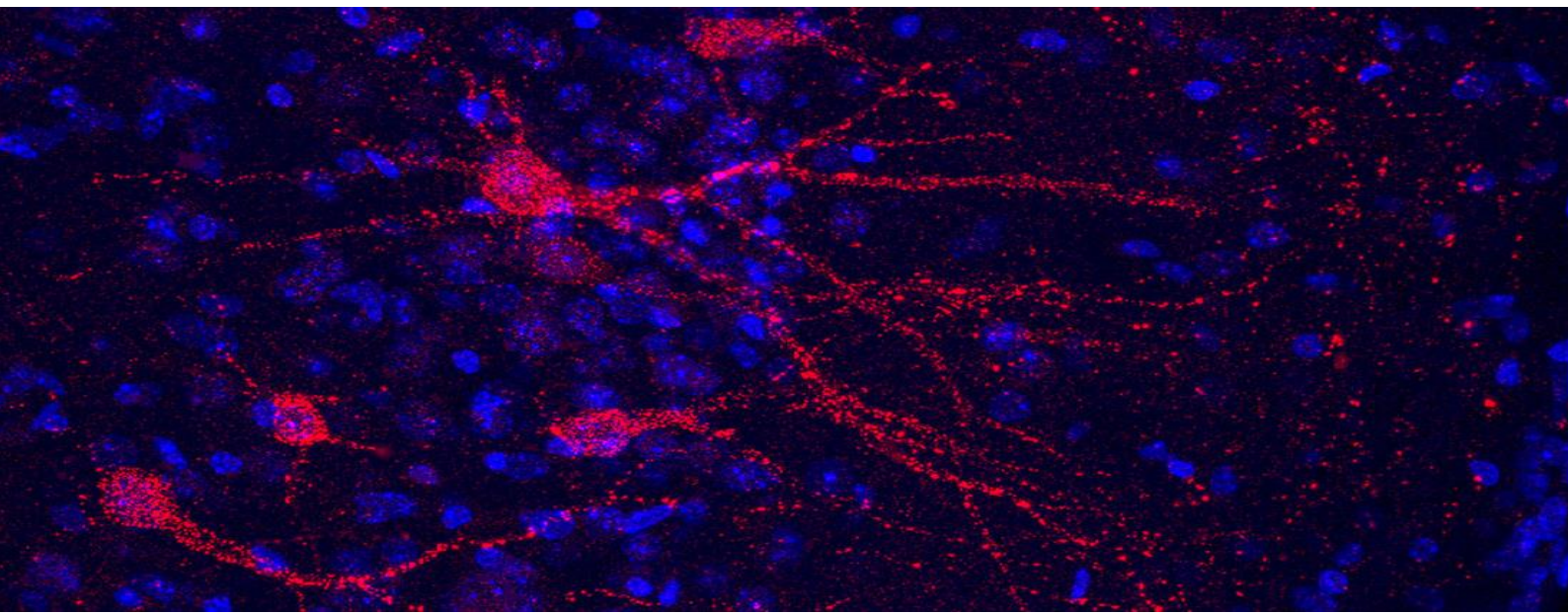
Enterprise Legal, currently comprising approximately 20 lawyers and support staff, provides expert legal advice and services to the CSIRO Board, Executive Team, Business Units and Enterprise Support Services in a range of practice areas including corporate governance, administrative law, privacy, freedom 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: Corporate Secretary

Summary

Tenure	Specified Term – 5 years
Salary Range	Attractive salary package negotiable for the right candidate + up to 15.4% superannuation.
Location	Melbourne or Canberra preferred however other capital city site locations will also be considered. (With a willingness and ability to travel interstate, and internationally, as required).
Relocation Assistance	Will be provided to the successful candidate if required.
Applications are open to	Australian Citizens only.
Position reports to the	Chief Legal Officer
Client Focus – Internal	80%
Client Focus – External	20%

Role Overview

CSIRO is seeking to appoint a Corporate Secretary who will report to the newly appointed Chief Legal Officer.

The Corporate Secretary will be responsible for supporting:

- the efficient functioning of CSIRO's Board and Board Committees; and
- the administration of CSIRO's corporate governance framework.

to ensure that CSIRO delivers its strategic goals in line with its legislative responsibilities, including under its governing statute, the *Science and Industry Research Act 1949* (Cth) (SIR Act), and the *Public Governance, Performance and Accountability Act 2013* (Cth) (PGPA Act), as well as leading good corporate governance practices.

The Corporate Secretary will provide valuable support, high-quality advice and relevant documentation to CSIRO's Board, Chief Executive and Deputy Chief Executive, ensuring the highest standards of professional integrity are maintained. Concurrently, the Corporate Secretary will play a key role in liaising between CSIRO, the Department of Industry, Science and Resources (DISR) and the Minister's Office.

Duties and Key Result Areas

Board Governance

- Advising the Board and its Committees in relation to governance matters, including providing or procuring advice for Board members regarding application of relevant legal, legislative and regulatory requirements (including the SIR Act and PGPA Act).
- Monitoring and ensuring that the Board and Committee policy and procedures are current, fit for purpose and adhered to.
- Providing and overseeing corporate secretarial services to ensure that the business at Board and Committee meetings is efficiently and accurately managed and minuted.
- Ensuring that the Board has the relevant information and supporting documentation to enable it to make robust and informed decisions.
- Monitoring and managing conflicts of interest and assisting the Board with declarations of interest.

Stakeholder Management

- Forming strategic trusted partnerships with relevant stakeholders, with the ability to provide sage advice to both the Board and the Chief Executive in relation to Board-related matters and business.
- Forming trusted partnerships with relevant leaders across CSIRO and providing, for example, education and coaching on effective Board communication and providing feedback on draft Board papers.
- Communicating effectively with and exercising influence over other (often more senior) staff.
- Working closely with the Board members, relevant Department officers (including the Secretary) and the Minister's Office on Board succession and Board appointments.
- Providing high-level strategic and tactical advice with significant organisational implications, which may also impact on the broader research community.
- Communicating openly, 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 as part of a multi-disciplinary, regionally dispersed team to carry out tasks in support of CSIRO's scientific objectives.

Legal Compliance

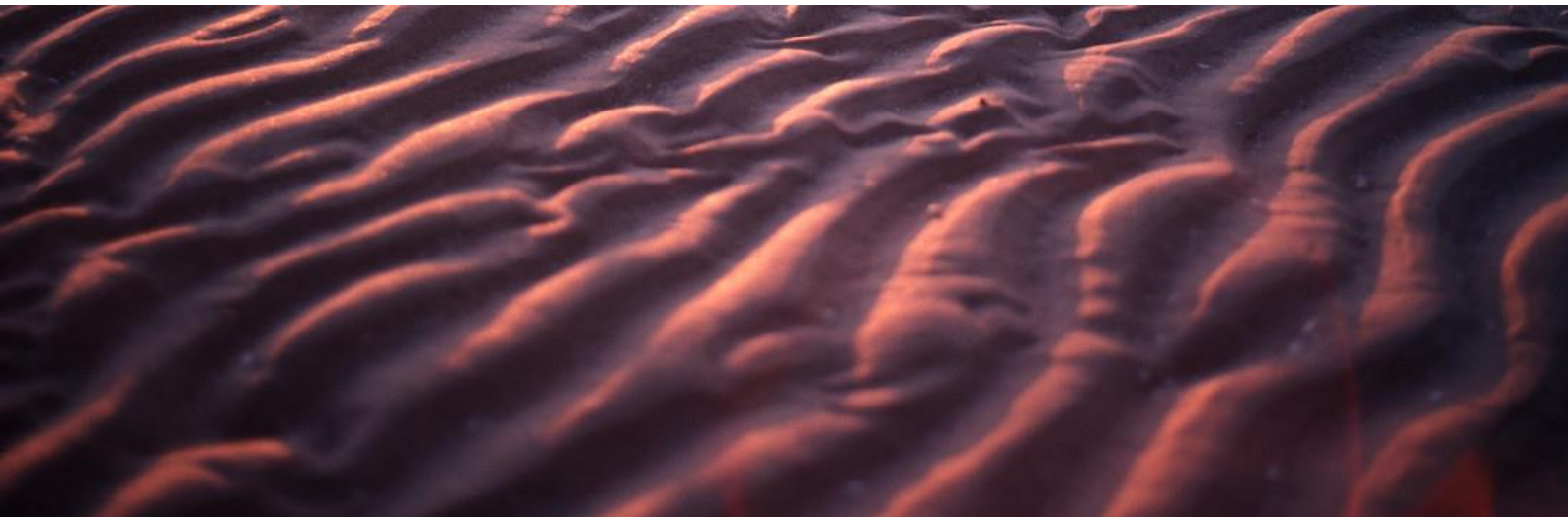
- Supporting the discharge of CSIRO's and the Board's legal responsibilities under relevant legislation, including the SIR Act and PGPA Act.
- Participating in, and potentially leading, cross-functional task forces/policy bodies and committees to provide and gain a broader corporate perspective.
- Identifying and, where appropriate, responding to trends of significance in the corporate governance field and developing and implementing strategies to position CSIRO to deal with the challenges ahead.
- Directing and contributing to the investigation of and solutions to complex conceptual and other broad-ranging management challenges.

Administrative Oversight

- Managing, in an efficient and effective manner, Board correspondence and communication, Board processes (such as Board and Committee papers) and the circulation of agendas, minutes, discussion papers and proposals for the Board and its Committees.
- Supporting the delivery of best practice improvements and innovation across the Board secretariat function.
- Adhering to the spirit and practice of CSIRO's Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.
- Other duties as directed.

Required Competencies for CSIRO staff

- **Teamwork and Collaboration:** Creates and fosters an environment in which there is a high level of cooperation within and between teams. Facilitates positive team relationships to build organisational interaction across CSIRO.
- **Influence and Communication:** Uses complex influencing strategies, for example, assembling strategic coalitions, building behind the scenes support and the tactical use of information to gain support.
- **Resource Management/Leadership:** Contributes to Business Unit / 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 scientific, technical, commercial or management problems, which have a significant impact upon the field of research, professional function, the Business Unit or the Organisation. Situations faced have little or no precedent and require original concepts and approaches.
- **Independence:** Commits 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 responsibility for the outcomes of decisions/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, and ideally with postgraduate managerial qualifications.
- Entitlement to hold an Australian practising certificate.
- Graduate Membership of the Australian Institute of Company Directors, or commensurate alternative.

▪ **Relevant legal experience:**

- A minimum of approximately ten (10) years' relevant experience, in corporate / commercial law, including significant experience in private law firm, in-house and/or government legal roles.
- Significant demonstrated experience as a Board / Company Secretary and/or working directly with Board and "C-Suite" in a corporate or government organisation.
- Demonstrated wide-ranging professional legal experience and technical legal knowledge across at least the general commercial and corporate governance legal practice areas.

▪ **Other relevant experience:**

- Demonstrated achievement in senior advisory and managerial roles in a relevant area, i.e. supporting a Board or Executive.
- Sound understanding of legislative requirements applicable to CSIRO, as a PGPA Act corporate Commonwealth entity, as well as experience overseeing board processes and procedures.
- Demonstrated experience and technical expertise in the interpretation and application of relevant principles and requirements of best-practice corporate governance and risk management (including those which impact PGPA Act entities).
- Proven ability to foster effective trustworthy relationships and confidence with Board and Executive, using highly-developed communication skills and complex influencing strategies to strive for and achieve alignment between client or stakeholder needs and CSIRO's objectives.
- Dynamic and highly developed interpersonal and relationship management skills/style, with strong team orientation and experience advising all levels of management.
- Demonstrated ability to foster and develop strong and trusted relationships, founded on trust and respect, together with effective people management skills and practices.
- 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.

- Strong drafting ability, highly organised, pro-active and with exceptional attention to detail.
- Able to work independently at a high level, with the ability to manage complex and multi-disciplinary tasks simultaneously to meet strict deadlines.
- Well organised and able to manage numerous projects simultaneously under deadline pressure.
- Sound ability to analyse, collate and present summary information and recommendations.
- A practical problem-solver, bringing solutions to complex situations.

▪ **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 we work hard to accommodate personal arrangements.

▪ **Security Clearance:**

- Eligibility for baseline level security clearance.

Desirable Pre-requisites

- A current Australian practising certificate.
- Experience working in, and legal knowledge of, the Commonwealth operating environment.
- Experience working in research organisations and an awareness and understanding of the legal issues arising in the research context.

Special and Essential Requirements

The successful candidate will be required to undertake a **National Police Clearance** or equivalent as well as an **Australian Government Baseline Level 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

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)

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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:

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Applications close 11:59pm Australian Eastern Standard Time, Sunday 14th July 2024