# Position Details

## General Management – CSOF7

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| The following information is for applicants | |
| Advertised Job Title | Executive Manager – SpeakUp@CSIRO |
| Job Reference | 91256 |
| Tenure | Indefinite  Full-time or Part-time |
| Salary Range | AU$146,207k - AU$161,767k per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Various |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Senior Management CSIRO Executive Team Member |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | TBC |
| Enquire about this job | Contact Anthea White via email at [anthea.white@csiro.au](mailto:firstname.surname@csiro.auanthea.white@csiro.au) or phone +61 7 3327 4140 |
| 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 SpeakUp@CSIRO Office is a newly created unit to receive and manage submissions captured via our SpeakUp@CSIRO Platform, whilst maintaining the highest standard of integrity and confidentiality. Our mission is to create a safer CSIRO for everyone by fostering an organisational culture of psychological safety that encourages our people, the public and those who partner with CSIRO to speak up about issues or conduct that concerns them and/or are not congruent with CSIRO values, policies and regulatory framework that we operate within. SpeakUp@CSIRO is an integrated process for managing and handling all complaints and submissions, across broad ranging matters, made anonymously and confidentially by individuals via our SpeakUp@CSIRO platform that direct channels may not be appropriate to handle. SpeakUp@CSIRO is the champion of ethics and integrity contributing to and driving an integrity culture throughout CSIRO.

The role of the Executive Manager of SpeakUp@CSIRO is responsible for establishing and leading the SpeakUp@CSIRO office and will play an integral role in the implementation of SpeakUp@CSIRO. This role will actively lead and have oversight of execution of the delivery and ongoing maturing of the unit. This Executive Manager is required to exercise superior judgement in the management of highly sensitive submissions, particularly where there may be conflicting interests or other matters that do not align with the organisation’s interest and will partner with key stakeholders within CSIRO and externally where required. This role is responsible for maintaining independence in the management of highly confidential submissions; reporting to the CSIRO board; evaluating and interpreting submissions; and triaging submissions to appropriate Case Managers within CSIRO Business Units (e.g. Case Management team, PID Office, Research Office, HSE, Security / Fraud etc.).

### Duties and Key Result Areas

* Lead, monitor and coordinate submissions received via the SpeakUp@CSIRO Platform.
* Plan, coordinate, monitor and execute strategies to ensure the unit achieves objectives.
* Champion the effective governance of CSIRO’s ethics frameworks including statutory requirements.
* Assess and triage submissions to appropriate Case Managers (e.g.: Case Management team, PID Office, Research Office, HSE, Security / Fraud etc.) and exercise appropriate judgement where there is ambiguity.
* Ensure CSIRO Policies and Guidelines are adhered to, cases are escalated appropriately, and confidentiality is maintained at all times.
* Utilise industry knowledge, delegations, understanding of legal principles, internal policy and procedures to analyse and determine the appropriate course of action in managing submissions.
* Communicate with individuals who make submissions to illicit the relevant information.
* Proactively build effective relationships with a diverse range of internal stakeholders and develop a deep understanding of the business, its purpose and strategy.
* Evaluate, interpret and integrate complex bodies of information and prepare a variety of written reports, communication, and correspondence as required.
* Present information, trends and findings to relevant stakeholders including board and senior management.
* Deliver exceptional customer service with a resolution focus, whilst displaying empathy and understanding.
* Manage all technical enquires related to the SpeakUp@CSIRO Platform and ensure timely resolution.
* Proactively contribute to the development and continuous improvement of the SpeakUp@CSIRO Platform and experience through attending designated working group meetings.
* Work collaboratively as part of a multi-disciplinary, regionally dispersed team to carry out tasks in support of CSIRO objectives.
* Develop appropriate KPIs to ensure the effective operation of the unit.
* 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 degree (or equivalent experience), in conjunction with demonstrated achievement in senior advisory and managerial roles in a relevant area such Human Resources, Employment Relations or Law (business, compliance, criminal, civil or industrial), ideally with postgraduate managerial qualifications.
2. A minimum of 5 years relevant work experience in a large, complex working environment providing reporting and advice to Senior Executives and/or Boards.
3. A significant track record of integrity, tact, and the ability to handle highly sensitive and confidential information.
4. A history of establishing and leading cross functional teams, and a record of leadership which encourages new ideas, builds trust and supports a common goal.
5. Demonstrated history of anticipating and successfully managing complex problems and/or projects in ambiguous situations and/or complex environments.
6. Strong track record of exercising superior judgement in the handling of confidential and highly sensitive people matters.
7. Strong communication and interpersonal skills including coaching, mentoring, influencing and negotiation within internal and external stakeholders, as well as written and presentation skills.

## **Desirable**

1. Experience leading or working in a complaint / whistleblowing response environment, including in-depth knowledge of handing and managing Public Interest Disclosures.
2. Deep expertise in the conduct of best practice integrity, and sensitive complex investigations including reasoned and defensible findings.

## **Required Competencies**

* **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:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency and understanding through 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:** 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.

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.

* 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.
* The successful candidate will be required to obtain and maintain a security clearance at the Baseline level.

## **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