# Position Details

## Administrative Services- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Governance Officer (multiple roles) |
| Job Reference | 95344 |
| Tenure | Indefinite, Full-time |
| Salary Range | AU$68,148k - AU$86,733k per annum (pro-rata for part-time)  plus, up to 15.4% superannuation |
| Location(s) | Eastern seaboard of Australia preferred (Melbourne, Canberra, Sydney, Newcastle, Brisbane) |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Various Advisors – Governance Policy and Governance Assurance |
| Client Focus – Internal | 95% |
| Client Focus – External | 5% |
| Number of Direct Reports | 0-2 |
| Enquire about this job | Contact Andrew Lake via email at Andrew.lake@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).

**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](https://www.csiro.au/en/about/policies/child-safe-policy).

### Role Overview

The Governance Officer role is an integral part of the Governance Group that exists to support best practice governance and ensure appropriate policies and assurance frameworks are in place to support sound and transparent decision making, strengthen organisational resilience and protect CSIRO’s licence to operate. The Governance Officer achieves this through:

* Supporting the operational and/or strategic governance direction across CSIRO.
* Strengthening systems and plans to improve governance across CSIRO.
* Aiding in the establishment and ongoing enhancement of best practice governance frameworks and processes, and the integration of these into key business processes.
* Providing support for CSIRO on existing governance obligations and systems and where improvements are required.
* Adhering to CSIRO Values, Code of Conduct, Diversity and HSE requirements at all times is a fundamental requirement of the role.

## The role of administrative staff in CSIRO is to provide administrative and management services to support the effective provision of research and development activities. This involves the development and implementation and/or administration of policies, systems and procedures that assist the Organisation and the Business Unit to achieve their objectives and meet Government and regulatory responsibilities.

### Duties and Key Result Areas *N.B. these duties are spread across multiple positions; successful candidates will be placed in a role best suited to their skills and experience.*

Working with Governance Advisors, support Governance Managers by:

* Contribute to making improvements to CSIRO’s governance arrangements , to ensure we meet legislative requirements, Board and Executive directions, and ministerial expectations.
* Assist in the day-to-day support of CSIRO’s Fraud and Corruption Control Plan and Compliance Control Plan.
* Provide support to the daily operations of child safety across CSIRO.
* Assist in the day-to-day support of the Conflict of Interest, Private Interests, Gifts and Benefits, Memberships and Sponsorships procedures and registers.
* Provide support of CSIRO’s Policy & Procedure development process, Approved Research Institutes (ARIs) and in the support of CSIRO Advisory Groups and Committees.
* Enhance and maintain data analytics & systems capability, and internal reporting.
* Communicate in writing and verbally, clearly, concisely, effectively and respectively, with all staff, clients and suppliers in the interests of good business practise, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively with colleagues within your team, the Governance Group, and from across CSIRO.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## **Selection Criteria**

CSIRO is an Equal Opportunity employer working hard to recruit world-class talent that represents the diversity across our society. As part of our commitment to Aboriginal and/or Torres Strait Islander employment outcomes, preference will be given to Aboriginal and Torres Strait Islander candidates who meet the role criteria.

#### Essential

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

1. Relevant tertiary qualifications in Governance or a related field, or relevant work experience.
2. The ability to work effectively in a team environment, collaborate widely both internally and externally.
3. Excellent verbal communication and written skills, including for a range of stakeholders.
4. Experience in managing multiple competing deadlines.

## **Desirable**

1. Experience in a public sector environment and/or publicly funded research organisations

## **Required Competencies**

* **Teamwork and Collaboration:** Proactively seeks and considers the ideas and opinions of others from within and outside the team to help form decisions, plans or actions.
* **Influence and Communication:** Puts forward ideas by presenting factual information supported by data, definitions, examples, illustrations or other aids, which will assist in conveying meaning.
* **Resource Management/Leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
* **Judgement and Problem Solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
* **Independence:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **Adaptability:**Willingness to change ideas or perceptions based on new information, contrary evidence or other people's points of view. Prepared to try out different approaches.

Special Requirements

* The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people 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. To find out more visit us [online](http://www.csiro.au/)!

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