# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Governance Advisor (multiple roles) |
| Job Reference | 95345 |
| Tenure | Indefinite, Full-time |
| Salary Range | AU$89,680k - AU$101,459k 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 Team Leaders – 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 Advisor 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 Advisor achieves this through:

* Supporting the operational and/or strategic governance direction across CSIRO.
* Establishing the development and monitoring of systems and plans to improve governance across CSIRO.
* Encouraging the ongoing enhancement of best practice governance policies, frameworks and processes, and the integration of these into key business processes.
* Providing guidance 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 Team Leaders, support Governance Managers by:

* Assist with the ongoing review and improvement of CSIRO’s governance arrangements, working together across the business to identify and implement contemporary practices and systems that ensure we meet legislative requirements, Board and Executive directions, and ministerial expectations.
* Support CSIRO’s Governance Frameworks: Accountable Authority Instructions; Policy; Internal Controls; Enterprise Risk Management; Business Continuity and Resilience and Integrity.
* Provide day-to-day support of CSIRO’s Delegations and Authorities instrument.
* Contribute support to the management of CSIRO’s Fraud and Corruption Control Plan, CSIRO’s Compliance Control Plan and/or CSIRO’s Compliance Obligations Register.
* Support the daily operations of child safety across CSIRO.
* Day-to-day support of the Conflict of Interest, Private Interests, Gifts and Benefits, Memberships and Sponsorships procedures and registers.
* Provide support to CSIRO’s Policy & Procedure development process, Approved Research Institutes (ARIs), CSIRO Advisory Groups & Committees and provide general advice.
* Assist in the Coordination of the Audit, Risk Compliance & Security Committee and Major Transactions Committee.
* Support the development and delivery of training and education to ensure all CSIRO has access to appropriate resources to support their accountabilities and responsibilities.
* Enhance and maintain data analytics & systems capability, and internal reporting
* Communicate in writing and verbally, clearly, concisely, 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 with colleagues within your team, the Governance Group, and from across CSIRO, and representing CSIRO at external and internal forums.
* Liaise with clients to determine their needs, tailoring solutions to potentially conflicting requirements, taking personal responsibility for client satisfaction, and correcting problems promptly and in a constructive manner.
* 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**

#### 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. Demonstrated ability to evaluate, interpret, synthesise and communicate complex information and draw logical conclusions and linkages.
4. Excellent verbal communication and written skills, including for a range of stakeholders.
5. 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:** 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:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
* **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:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **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 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