# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants |
| Advertised Job Title | Senior Advisor – Compliance  |
| Job Reference | 95975 |
| Tenure | Indefinite  |
| Salary Range | AU$105,806k - AU$114,500k 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 | Managers – Governance Policy and Assurance |
| Client Focus – Internal | 95% |
| Client Focus – External | 5% |
| Number of Direct Reports | 0-2 |
| Enquire about this job | Contact Andrew Lake via email 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 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

CSIRO operates in diverse environments some of which are ever- evolving and fast paced.  This increases CSIRO’s exposure to compliance risk.  The Compliance Team is responsible for overseeing CSIRO’s compliance risk. The team offers advice and guidance to staff in identifying assessing and managing risks and ensuring compliance with legal regulatory obligations.

CSIRO maintains a Compliance Obligations Register that assists staff in the identification of legislative and regulatory obligations relevant to their activities.

As a Commonwealth corporate entity, CSIRO is governed by legislation and relevant government structures. CSIRO's Board and Executive report to the Minister for Industry, Science and Technology. The Chief Executive uses delegations to enable governance elements such as audit and compliance functions, the policy framework, the operating model, and the code of conduct.

The Senior Advisor position plays an integral part of CSIRO’s approach to compliance and is responsible for assisting in the implementation of CSIRO’s compliance control and prevention strategies.

CSIRO's Compliance Team position sits within CSIRO’s Governance Policy and Assurance area, within CSIRO’s Governance Business Unit. CSIRO Governance supports best practice governance and ensures 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 Senior Advisor will;

## Support the coordination and development of CSIROs compliance governance education and awareness programmes

## Monitor, assess and update organisational compliance risk

## Conduct compliance analysis activities

## Conduct compliance assessments .

## The Senior Advisor will demonstrate:

## a sound understanding of Commonwealth Legislation and compliance related policy

* excellent communication and engagement capabilities in a multi-jurisdictional and complex environment
* a collaborative and supportive approach
* innovative approaches to compliance and risk related matter
* the ability to work independently in a fast-paced environment.

This is an exciting time to join CSIRO Governance. CSIRO Governance has grown in recent years as CSIRO has focussed on strengthening its governance and risk capabilities. Joining CSIRO Governance at this time is an opportunity to be involved both in the development and implementation of key governance frameworks and plans and in establishing best practice approaches that drive the organisation forward

As a member of CSIRO Governance you will:

* Provide operational and/or strategic governance direction across CSIRO.
* Develop and monitor systems and plans to improve governance across CSIRO.
* Lead the establishment and ongoing enhancement of best practice governance policies, frameworks and processes, and the integration of these into key business processes.
* Provide expert advice and support for CSIRO on existing governance obligations and systems and where improvements are required.
* Lead by example and adhere to CSIRO Values, Code of Conduct, Diversity and HSE requirements at all times is a fundamental requirement of the role.

### Duties and Key Result Areas

* Support strategic policy direction and management of operational elements for CSIRO’s compliance control function
* Establish and maintain effective working relationships with internal and external leadership
* Enhance and maintain compliance capability and reporting systems
* Compliance analytical and technical reporting.
* Support CSIRO Business Units and external providers to ensure the successful delivery of compliance controls
* Lead the development, implementation and promotion of the suite of CSIRO compliance control artefacts. Collaborate with internal CSIRO stakeholders to support these objectives
* Liaise with internal stakeholders to determine their needs, tailoring solutions to potentially conflicting requirements, resolving problems promptly and in a constructive manner.
* Analysis of data and liaison with internal and external stakeholders to evaluate/assess compliance risk and undertake regular compliance risk assessments.
* Coordinate and deliver compliance education and awareness programmes as necessary.
* Contribute to 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 team reporting to the Board, Board sub-committees, Executive Team.
* Develop and deliver training and education to ensure all CSIRO has access to appropriate resources to support their accountabilities and responsibilities.
* Establish and maintain effective relationships with stakeholders across all levels of leadership.
* 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 procedures and policies and diversity initiatives.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. A contemporary knowledge of and demonstrated experience in compliance and prevention strategies.
2. Experience maintaining a current knowledge of Commonwealth compliance strategies and methodologies.
3. Ability to evaluate, interpret and synthesise complex information and draw logical conclusions and linkages.
4. Ability to work autonomously, and to collaborate with Business Unit/Functional leadership to deliver often complex outcomes involving multiple stakeholders.
5. A practical knowledge and understanding of key Commonwealth legislation.
6. Demonstrated ability to analyse information in line with contributing to the outcome of investigations or assessments.
7. Implementation of compliance risk mitigation strategies and development of solutions/recommendations.
8. Excellent verbal communication and written skills, including for a range of stakeholders and for Executive forums.
9. Experience in managing multiple competing deadlines.

## **Desirable**

1. Experience in a public sector environment and/or publicly funded research organisations
2. Experience in preparing committee papers and briefs and minute taking.
3. Proven previous experience with the development of compliance education and awareness strategies.

## **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:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
* **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:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
* **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