# Position Details

## Administrative Services- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Policy and Governance Support Officer (Ship Management Program) |
| Job Reference | 97216 |
| Tenure | Indefinite, full-time |
| Salary Range | AU$70,874 - AU$90,202 per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Hobart, TAS |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Team Leader – Policy, Procedure and Outreach |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | NIL |
| Enquire about this job | Contact Venetia Joscelyne via email at [venetia.joscelyne@csiro.au](mailto:venetia.joscelyne@csiro.au) or phone +61 3 6232 5122 |
| 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 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.

## CSIRO’s Marine National Facility (MNF) seeks to appoint an experienced and motivated Policy and Governance Support Officer. The successful applicant will provide high level support to the Ship Management Program (SMP) Leadership Team and directly to the Team Leader – Policy, Procedure and Outreach, utilising sound judgement to prioritise and take actions on a variety of tasks, including co‑ordinating the application process for accessing sea time on RV *Investigator*, coordinating the MNF’s Application Module through our Marine Facilities Planning System and the provision of secretariat and administrative support for various governance committees and the Program. The Policy and Governance Support Officer will have a high degree of communication and organisational skill, a focus on external stakeholders, flexibility, adaptability and a proactive approach in working in a team environment.

**About the Marine National Facility**

Funded by the Australian Government since 1984, the Marine National Facility (MNF) provides a keystone element of the nation’s research infrastructure by providing the only blue-water research capability available to Australian marine researchers and their international collaborators for work in Australia’s vast marine estate. Access is provided through an independent and peer-reviewed applications process focused on scientific and/or technical excellence, the potential to contribute to Australia’s national benefit and the ability of the research team. This ensures research undertaken through the MNF is specifically selected for excellence and contribution to Australia’s national benefit, and provides key information to government, industry and other stakeholders to support evidence-based decision-making focused on research challenges in fisheries management, geological resources, regional and global climate, coastal and offshore developments and marine operations.

The MNF is responsible for overseeing the delivery of safe, successful and efficient marine research. Ship management services, including crewing, ongoing maintenance, compliance with domestic and international maritime regulations, and management of port periods and dry docks, are provided by an external supplier under contract. An internal engineering and technology Program provides the MNF with scientific technical services to support the deployment at sea and ongoing maintenance of the suite of scientific equipment and instruments on board RV *Investigator*.

**About the Research Vessel**

The 94m research vessel, *Investigator*, is available for multidisciplinary research in the oceans and seas around Australia. RV *Investigator* was commissioned in 2014-15. RV *Investigator* has a crew of 20 and can carry up to 40 scientists and technicians. It has an autonomy at sea of 60 days, enabling research to be carried out in remote regions, from the tropics to the Antarctic ice-edge.

For further information about the Marine National Facility, visit our website at <http://www.mnf.csiro.au/>

### Duties and Key Result Areas

## **As part of a dynamic and flexible team, under limited direction from the Team Leader – Policy, Procedure and Outreach, the Policy and Governance Support Officer will:**

* Provide secretariat support to the MNF Steering Committee and its sub-Committees, such as by:
  + preparing agendas; coordinating the preparation of briefing papers; taking minutes and drafting correspondence.
  + liaison with members, updating relevant documentation including Terms of Reference, membership and skills information.
  + organise travel and logistics for committee meetings and acquit expenses.
* Coordinate the application process for accessing sea time on RV *Investigator*, act as the contact point for applications for sea time matters and case-manage enquiries.
* Support the management of the Marine Facilities Planning System to ensure continuous improvement, development and update of appropriate system documentation and supporting other users in issue resolution.
* Support the Team Leader in the coordination of the execution of the grant of sea time process in relation to agreements, and ongoing monitoring of compliance of science operations with respect to the Grant of Sea Time Agreement conditions, post voyage reporting and MNF policies such as the data and sample management policy.
* Support the Team Leader to provide support and guidance to the SMP Management Team and Director – National Collections and Marine Infrastructure on matters pertaining to the Facility and its deliverables.
* Support the Engagement and Risk Group and broader MNF in the development and implementation of sound governance structures.
* Support the Engagement and Risk Group in the review or development and implementation of policies, procedures and systems to support effective operations.
* Assist with the coordination of key meetings, stakeholder sessions and other events.
* Assist with the management of the MNF’s external website and internal SharePoint site, ensuring content is relevant and current.
* Develop and maintain cross‐organisational networks to facilitate effective administrative operations.
* Generate improved solutions in work situations, trying creative ways to deal with problems and opportunities.
* Manage personal or other sensitive information, whether of CSIRO staff, affiliates and external stakeholders.
* Under limited supervision, undertake a range of administrative tasks in accordance with established procedures.
* Apply discretion as required in selecting the most appropriate method and sequence of completing tasks.
* Recommend improvements to systems and procedures and implement any approved changes.
* Provide support to more senior staff, and provide precedent-based policy and procedure interpretation and advice.
* Maintain clear communication with stakeholders regarding mutual expectations and monitor their satisfaction.
* Communicate effectively and respectfully with colleagues, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work proactively and collaboratively with colleagues within the team, the business unit and across CSIRO, to reach objectives.
* May be involved in representing CSIRO externally, including in public forums, with industry or the research sector or with Government.
* Adhere 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.

## **Selection Criteria**

#### Essential

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

1. Relevant associate diploma, diploma, or bachelor’s degree or equivalent relevant work experience in business /office administration or other relevant field.
2. Experience providing high-level administrative support to senior managers in a dynamic environment.
3. Demonstrated highly developed time management and organisational skills with the ability to prioritise demands, and escalate issues as appropriate; establishing priorities for managing multiple tasks and deadlines.
4. Ability to provide a high level of secretariat support to a range of committees that support the MNF’s governance framework.
5. Demonstrated ability to identify, engage and manage effective interpersonal relationships with key internal and external stakeholders.
6. Demonstrated experience in administration of online systems.
7. Demonstrated ability to professionally handle sensitive and confidential information, and use appropriate judgment and discretion.
8. Ability to obtain and provide evidence that they hold a valid paid/employee (not volunteer) Working with Children/ Vulnerable People Check prior to confirmation of appointment.

## **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

Appointment to this role is subject to provision of a pre-employment background check and may be subject to other security/medical/character clearance requirements.

* The successful candidate will undertake a pre-employment background check. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* This role has child safety obligations. Accordingly, the successful candidate will be required to obtain and provide evidence that they hold a valid paid/employee (not volunteer) Working with Children/ Vulnerable People Check prior to confirmation of appointment.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and the [Marine National Facility](https://mnf.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