# Position Details

## Communication & Information- CSOF5

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| The following information is for applicants |
| Advertised Job Title | AI Governance Officer |
| Job Reference | 100744 |
| Tenure | Full-time, Indefinite |
| Salary Range | AU$114,219 - AU$123,605 per annum (pro-rata for part-time)plus up to 15.4% superannuation |
| Location(s) | Any capital city with a CSIRO presence |
| Relocation Assistance | N/A |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Executive Manager, Data and AI Governance (based at CSIRO Black Mountain site, ACT) |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Glynnis Barodien via email at glynnis.barodien@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

At CSIRO, our data and digital capabilities are the backbone of everything we do. As Australia’s national science agency, we unlock the power of data and digital to accelerate scientific discovery, address complex challenges, and deliver impact for the nation. Our new Data and Digital Strategy outlines our commitment to strengthen these capabilities, and AI governance is a key focus.

The Digital Office (DO), an enterprise unit led by the Chief Digital Officer, is responsible for advancing CSIRO’s data and digital maturity. Within the DO, the Data and AI Governance team is responsible for establishing the frameworks, practices, and processes associated with the governance of data and AI at CSIRO. AI governance will help ensure that AI use is safe, ethical, responsible, and aligns with organisational policies and values.

As an AI Governance Officer, you will contribute to the development and implementation of practical tools, processes, and artefacts that will support the responsible use of AI. This includes implementing a CSIRO-wide procedure, risk assessment processes, and supporting the operations of the recently established Data and AI Governance Committee. You will also provide input to training to uplift staff capability, and AI strategy.

You will work closely with stakeholders across CSIRO to understand their needs and develop fit-for-purpose solutions. To succeed in this role, you will bring strong analytical and strategic thinking, excellent documentation skills, and experience in governance and process design. You will be confident consulting with a wide range of stakeholders and skilled at synthesising feedback into practical solutions. Your ability to work both independently and collaboratively will be key, along with strong communication and relationship-building skills. A background in governance, data management, public policy, or information systems will support your impact in enabling the responsible use of AI at CSIRO.

### Duties and Key Result Areas

* **Assess and enhance governance frameworks:** Analyse existing governance and business processes to identify gaps, opportunities, and compliance obligations related to AI use. Develop and operationalise AI governance processes that align with CSIRO’s organisational policies, ethical standards, and regulatory requirements.
* **Establish and maintain governance artefacts:** Create and maintain documentation including business process workflows, guidelines, and the CSIRO AI Register. Define exemption pathways for high-risk AI use cases.
* **Support governance committee operations**: Provide secretariat support of the Data and AI Governance Committee, including preparation of agendas, minutes, and decision records.
* **Support training and awareness**: Contribute to the rollout and continuous improvement of the responsible use of AI training.
* **Support the development and rollout of the AI strategy**: Contribute to CSIRO’s AI strategy development and rollout, with an emphasis on responsible use of AI, including stakeholder engagement, documentation, and implementation planning.
* **Monitor and evaluate AI systems**: Support the development of mechanisms to assess AI system performance, fairness, and compliance with responsible AI principles. Contribute to audit readiness and continuous improvement of AI governance practices.
* **Engage stakeholders and build alignment**: Identify and collaborate with internal stakeholders to gather requirements, prioritise feedback, and ensure alignment across governance processes.
* **Integrate with broader governance systems**: Work closely with Information Management and Technology, Integrity, Legal, and Privacy teams to ensure AI governance is embedded within CSIRO’s broader governance ecosystem.
* **Promote transparent and respectful communication**: Foster collaborative relationships and uphold the reputation of the Digital Office through clear, respectful, and inclusive engagement.
* **Model CSIRO values and compliance**: Adhere to CSIRO’s Values, Code of Conduct, Health, Safety and Environment policies, and diversity and inclusion initiatives.
* **Perform other duties as required**: Undertake additional responsibilities as directed, consistent with the scope and purpose of the role.

## **Selection Criteria**

#### Essential

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

* A bachelor’s degree in a relevant field (e.g. governance, data management, public policy, information systems) or equivalent professional experience in governance, risk, or strategic operations.
* Demonstrated experience developing and implementing governance frameworks, policies, or procedures—ideally in data, digital, or AI-related domains.
* Proven ability to analyse complex processes, identify gaps and opportunities, and produce clear, professional documentation including workflows, guidelines, and governance artefacts.
* Experience coordinating consultation processes, synthesising feedback, and building consensus across diverse stakeholder groups.
* Ability to support strategic initiatives such as AI strategy development and committee operations, while ensuring alignment with organisational policies and regulatory requirements.
* Demonstrated ability to work independently to meet deadlines and collaboratively within high-performing teams to achieve shared objectives.
* Excellent interpersonal and communication skills, with a track record of building and maintaining strong professional relationships.

## **Desirable**

* Familiarity with AI governance frameworks, ethical AI principles, or emerging AI regulations.
* Experience supporting training or awareness initiatives related to responsible technology use.
* Understanding of CSIRO’s governance environment or similar public sector contexts.

## **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

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.

## **About CSIRO**

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