



Position Details

Technical Services - CSOF5

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
Advertised Job Title	Information Compliance Lead
Job Reference	102984
Tenure	Indefinite Full-time
Salary Range	AU\$118k – AU\$127k per annum (pro rata for part-time), plus 15.4% superannuation
Location(s)	Melbourne VIC, Canberra ACT, Adelaide SA, Brisbane QLD or Sydney NSW
Applications are open to	Australian Citizens Only
Position reports to the	Team Manager, Enterprise Information Management
Client Focus – Internal	90%
Client Focus – External	10%
Number of Direct Reports	2
Support and workplace adjustments	CSIRO offers a range of reasonable supports and workplace adjustments. Please enquire if we can assist you to equitably participate in our recruitment process or in the position
Enquire about this job	Contact Chris Stueven via email at chris.stueven@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

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](#).

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](#).

Role Overview

The Information Compliance Lead is a senior member of the Enterprise Information Management team. Enterprise Information Management enhances digital information capability and embeds risk-informed compliance across research and support environments.

The Information Compliance Lead, you will coordinate services to promote information compliance and business efficiency across the records and information lifecycle (capture, store, classify, share, retain, dispose or preserve). The team recommends pragmatic solutions to manage information risk and promote regulatory compliance.

The position holder will be responsible for developing and maintaining effective working relationships within Information Management & Technology and work in a collaborative manner with research and support services across CSIRO, including IT governance, system owners, project managers and data professionals.

Duties and Key Result Areas

Information Compliance

- Lead a team of professional staff to deliver high quality, solution-focused advice to projects and system owners on information management, procedures, and system implementation.
- Coordinate Business System Assessments for services, applications, and solutions.
- Monitor and assess emerging trends in information management and recommend appropriate risk controls to ensure effective governance and risk mitigation.
- Coordinate monitoring programs to enable continuous improvement in records and information management compliance.
- Plan and deliver on service improvements under a project management framework.
- Lead and improve information management practices, including managing risks and opportunities from emerging technology, such as generative AI and automation.
- Liaise with projects and customers as a trusted advisor on system requirements, procedures, and processes.
- Work collaboratively with the Team Manager, Enterprise Information Management to deliver on operational plans.

Leadership and Engagement

- Support career progression and skill development of team members, promoting a learning environment that nurtures emerging technical and leadership talent within CSIRO's APA framework.
- Communicate, collaborate and work effectively across organisational boundaries and levels, exercising initiative, autonomy, and leadership as required.
- Embed a team culture that encourages innovation, collaboration, and customer-focused outcomes.

Values and Behaviours

- Promote the CSIRO Values and Behaviours: People First (be respectful, caring, and inclusive), Trust (be accountable, authentic, and courageous), Further Together (partnering, cooperative and humble) and Making it Real (be curious, adaptive and entrepreneurial).
- Promote a healthy, safe and environmentally sustainable workplace, and strive for 'zero-harm' (physical and psychological safety).

Selection Criteria

Essential

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

1. Relevant tertiary qualifications in information management or IT, or an equivalent combination of experience and training.
2. Demonstrated extensive knowledge of information management lifecycle standards and concepts (i.e. risk, metadata, sensitivity, classification, disposal).
3. Demonstrated experience with federal or state information management standards such as the Protective Security Policy Framework and standards issued by the National Archives of Australia.
4. Demonstrated understanding of emerging information management trends and risks, with ability to recommend appropriate controls (for example, in automation, compliance by design and generative AI).
5. Demonstrated experience coordinating a team including performance management, leadership and people development skills. Capacity to manage a geographically dispersed team
6. Ability to build trust and communicate business requirements with project managers and related advisory services.
7. Ability to manage competing demands and prioritise team resources to meet targets.
8. Demonstrated excellent interpersonal, stakeholder management and communication skills to engage with a variety of audiences.

Desirable

1. Demonstrated experience with data and information management in research-intensive environments.

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:

- 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.
- 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. Visit [CSIRO Online](#) 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