# Position Details

## Administrative Services – CSOF6

The following information is for applicants

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| Advertised Job Title**:** | Manager Security and Fraud |
| Job Reference: | 58965 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian Citizens Only  Australian/New Zealand Citizens and Australian Permanent Residents Only   * All Candidates |
| Percentage of Client Focus - Internal: | 80% |
| Percentage of Client Focus - External: | 20% |
| Reports to the: | Director Governance |
| Number of Direct Reports: | 4 |
| Name and Contact Details For Applicant Enquiries: | Security and Fraud Control Manager via email [security&fraud@csiro.au](mailto:security&fraud@csiro.au) or phone +61 2 6276 6416  Please do not email your application directly to this email. Applications received via this method will not be considered. |
| Contact Details For Applying: | If you experience difficulties applying online Call 1300 984 220 or email [careers.online@csiro.au](mailto:careers.online@csiro.au). |
| How to Apply: | Please apply online at [jobs.csiro.au](https://jobs.csiro.au/) and enter the requisition number**.** Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’) |

## Role Overview:

The [Governance Enterprise Service](http://my.csiro.au/Business-Units/Operations/Governance-Site/About-Us.aspx#0)  fulfils a leadership role in the provision of high quality governance, audit, enterprise legal, risk, security and fraud services to CSIRO.

CSIRO is seeking to employ an individual with experience either in the protective security or fraud control environments, or ideally both of these disciplines. Previous leadership in either one or both discipline areas is required.

CSIRO has a complex property portfolio of owned and leased facilities that comprises over 1,000 buildings spread across over 50 locations within Australia. These scientific and research facilities are diverse both in location and type.

Reporting to the Director Governance, and consistent with relevant Commonwealth legislative, compliance and regulatory or best practice standards, the Manager Security and Fraud will lead a team responsible providing professional and contemporary security and fraud risk management advice to the Organisation, through a range of services within the protective security and fraud control fields. Consistent with the CSIRO Strategy 2020.

## This is a designated security assessed position requiring the successful candidate to hold or have the ability to possess and maintain a Negative Vetting Level 2 Australian Government security clearance.

## Duties and Key Result Areas:

* Lead the team in the implementation of the CSIRO Enterprise Security Program in accordance with the CSIRO Security Framework, and represent security needs through appropriate governance.
* Develop and implement appropriate CSIRO security and fraud governance and minimum standards throughout CSIRO and the provision of related professional and quality advice to, and close liaison with, CSIRO Executive, Business Units and Enterprise Services.
* Manage the coordination of intelligence and security related assessments to establish and enable the effective management of the Organisational security risk environment, including the management and prioritisation of a program of protective security risk assessments for all CSIRO sites/facilities.
* Manage the coordination of analysis and identification of CSIRO’s fraud risks and vulnerabilities, to enable the effective management of the Organisational fraud risk environment, including a program of initiatives to effectively manage fraud risk.
* Provide strategic advice on and coordinate operational aspects of appropriate security and fraud controls and procedures to CSIRO Executive, Business Units and Enterprise Services.
* Lead the engagement with relevant CSIRO business units and enterprise support services relating to the provision of professional advice on protective security issues relating to CSIRO staff and facilities, including CSIRO’s chemical, radiation, biological and nuclear assets.
* Oversee the development and coordination of Protective Security and Fraud Awareness, Education and Training Programs for CSIRO.
* Represent CSIRO on Commonwealth, State or local inter agency matters as required. In addition, when required, act as the liaison/point of contact with overseas agencies and assist in facilitating entry of CSIRO staff to overseas foreign departmental/agency facilities.
* Lead the investigative capability involving CSIRO controlled facilities, staff, and contractors and liaise with the Australian Federal Police and Commonwealth Director of Public Prosecution DPP as required.
* Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Encourage and work collaboratively with colleagues, your team, business units and across CSIRO, to reach objectives.

## Competencies:

1. **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.
2. **Influence and Communication:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas
3. **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
4. **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
5. **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
6. **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

## Essential Criteria:

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

1. Education/Qualifications: A tertiary qualification in protective security or security risk management or fraud control, anti-corruption or an integrity/ethics function, or the ability to demonstrate extensive work related experience in such fields. A qualification or demonstrated experience in Government investigation may be an advantage.
2. Demonstrated experience in establishing appropriate risk management frameworks and managing a program of work to address security and/or fraud risk.
3. Experience in leading a team which provides security advisory and/or fraud control services, including risk based assessments (threat, vulnerability, risk) with the ability to relate this to organisational contexts.
4. Proven leadership in the delivery of operational security and/or fraud control advice to management, clients and stakeholders on all aspects of protective security.
5. Ability to build networks, be agile and lead a team to achieve strategic goals, respond to and manage priorities and experience engaging with both internal and external stakeholders.
6. Experience promoting best practice within an Organisation through development, coordination and communication of training or other mechanisms.
7. Proven ability to be innovative, pragmatic and adaptive in applying security and/or fraud control strategies to suit different business models.

## Desirable Criteria:

1. Experience in the legislative, regulatory or best practice standards relating to Chemical, Radiological, Biological and/or Nuclear assets.
2. Understanding of the Australian Intelligence Community Network.
3. Experience in contributing to strategic business plans in a security or fraud context.

## Special Requirements:

Australian Citizenship/Checkable Background: this position requires the successful candidate to hold or satisfy the requirements to obtain and maintain a Negative Vetting Level 2 security clearance, which some people can find to be an intrusive and intense process.

This role may also involve periods of interstate and international travel.

## About CSIRO:

We imagine. We collaborate. We innovate. To find out more visit us [online](http://www.csiro.au/)!