# Position Description

## Communication & Information – CSOF6

Role summary for potential applicants

|  |  |
| --- | --- |
| Advertised Job Title**:** | Manager, Government Relations |
| Job Reference: | 62449 |
| 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: | 40% |
| Percentage of Client Focus - External: | 60% |
| Reports to the: | Executive Manager, Stakeholder Engagement |
| Number of Direct Reports: | 1 |
| Name and Contact Details For Applicant Enquiries: | Soloman Bashiri via email [Soloman.Bashiri@csiro.au](mailto:Soloman.Bashiri@csiro.au)  *Please do not email your application directly to Mr Bashiri. Applications received via this method may not be considered by the selection panel.* |
| Contact Details For Applying: | 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’ through the ‘People Hub’ icon |

## Role Overview:

The Government Engagement (GE) team manages and supports CSIRO's relationship with the Federal Government and the Parliament. The Manager, Government Relations role develops and implements a government engagement strategy to enable CSIRO to better support the delivery of government priorities and thus boost CSIRO objectives and reputation across the government. In addition, the role is responsible for CSIRO’s participation in parliamentary inquiry processes (excluding the Senate Estimates process) and leading CSIRO’s engagement program with the Parliament.

The role involves:

* Developing networks and distilling and integrating information from a variety of sources into One-CSIRO advice appropriate for a government and or Parliamentary audience.
* Monitoring and analysing issues of relevance to CSIRO and providing strategic advice on opportunities for CSIRO to provide expertise and knowledge to decision makers.
* Taking responsibility for managing CSIRO’s contribution to government processes, including coordinating CSIRO’s input to Cabinet processes, the development of new policy proposals and providing advice in relation to policy development, as appropriate.
* Leading a specialist team to establish, develop and implement a government focussed stakeholder management plan.

This is a security assessed position. Applicants must be an Australian citizen, with successful candidate either holding or having the ability to obtain a Baseline, Australian Government security clearance.

## Duties and Key Result Areas:

* Develop and implement the Government relations strategy to enhance CSIRO objectives and reputation within the Government.
* Manage CSIRO’s participation in Cabinet related processes, including the development of NPP’s to be considered through the Budget process.
* Develop knowledge in national issues relevant to CSIRO’s science and operations by identifying and championing initiatives that have the potential to influence CSIRO’s activities.
* Assess CSIRO’s current government focussed stakeholder management plan, identify improvement measurements and support implementation as appropriate.
* In partnership with others, develop and support the implementation of a strategic communications and engagement plan for key government stakeholders.
* Work across the organisation to support timely identification and management of opportunities and issues as they relate to government stakeholders.
* Act as a centralised, strategic and collaborative resource for counsel on government relations to all CSIRO functions.
* Be accountable for CSIRO’s input and liaison with Commonwealth departments and agencies/committees.
* Identify and champion initiatives of relevance to the Government for which CSIRO can help, or those being pursued within CSIRO which may be of interest to the Government; and facilitate appropriate connections for the mutual benefit of both or all parties.
* Work across the organisation to support more timely identification and management of issues emerging as they relate to government stakeholders.
* As a senior member of the Stakeholder Engagement team deputise for the Executive Manager as required.
* Develop and contribute to a cohesive, collaborative, innovative Corporate Affairs (CA) leadership team, ensuring seamless and proactive connection between all areas of CA – modelling desired culture and empowering high-level delivery.
* Build strong relationships across the organisation to ensure engagement strategies are effective and aligned with business drivers and protect CSIRO’s brand, and are appropriate for the targeted government and/or parliamentary audience.
* Build and maintain team-focused relationships across all areas of the CA team, sharing knowledge and working together in pursuit of the development and promotion of CSIRO.
* Provide team leadership to enable the effective implementation of the communication strategies which promote and protect CSIRO’s brand.
* Communicate openly, 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 as part of a multi-disciplinary, regionally dispersed team, and business unit to carry out tasks in support of CSIRO scientific objectives.
* Adhere to the spirit, promote and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## CSIRO 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. A relevant tertiary qualification and/or relevant experience in leadership and management within large or complex organisations.
2. A proven deep understanding of stakeholder engagement, government liaison and policy, and the responsibilities of organisations and leaders.
3. Demonstrated experience encompassing:
   * Strategic planning and implementation, calculating risk, problem solving and effective team management.
   * Significant experience in government processes and developing a stakeholder management plan in a large complex environment, including the ability to build strong relationships with internal and external stakeholders.
   * A sound knowledge of Australia’s federal government system, its operations and the administrative processes that support them.
   * Knowledge of CSIRO, its purpose, structure, operations and place in the national innovation system and within government.
4. Excellent written and oral communication skills which reflect: a strong sense of audience; an ability to identify and prioritise issues in material provided by others; and an ability to present complex ideas concisely.
5. A demonstrated high degree of judgement and discretion.
6. Demonstrated experience to build and maintain strong professional and collaborative working relationships with internal colleagues and stakeholders
7. Experience in issues management and stakeholder engagement, and contemporary practices to achieve positive outcomes.
8. A history of demonstrated professional and respectful behaviours and attitudes in a collaborative environment.

## Special Requirements:

Appointment to this role may be subject to conditions including security/national police/medical/character clearance requirements.

**Security Clearance:**This is a security assessed position. Applicants must be an Australian citizen, with successful candidate either holding or having the ability to obtain a Baseline, Australian Government security clearance.

## About CSIRO:

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