# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Manager, Ministerial Liaison Office |
| Job Reference | 63106 |
| Tenure | Specified Term until 30 October 2020 |
| Salary Range | AU$113,338 to AU$132,811 pa + up to 15.4% superannuation |
| Location | Black Mountain, Canberra |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Executive Manager, Stakeholder Engagement |
| Client Focus – Internal | 40% |
| Client Focus – External | 60% |
| Number of Direct Reports | 4 |
| Enquire about this job | Contact Hannah Scott via email at Hannah.Scott@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](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

Lead the Ministerial Liaison Team to manage and coordinate CSIRO's interaction with its portfolio Minister’s office, support the CSIRO Board and Chief Executive’s relationship with the Minister, including those expectations set out in the Minister’s Statement of Expectations of CSIRO and CSIRO’s reciprocal Statement of Intent, and support CSIRO’s participation in Senate Estimates processes.

The Ministerial Liaison Office (MLO) manages and supports CSIRO's relationship with its Minister and its portfolio department.

The MLO provides the point of contact within CSIRO for the portfolio Minister’s office and the portfolio department. The office provides a range of services to officers of CSIRO that support the organisation’s day to day interactions with the Minister. These include support for the preparation of: ministerial information, action, event and question time briefs, ministerial correspondence, responses to both formal and informal requests from the Minister or portfolio department for information, and all the other government activities that arise within a statutory authority.

As the Manager of the MLO you will develop networks, and distil and integrate information from a variety of sources into One‐CSIRO advice. You will monitor and analyse issues of relevance to CSIRO in Parliament and the media and provide strategic advice on potential responses.

This is a busy office and you will need to manage and prioritise multiple tasks with varying levels of complexity and urgency to maintain CSIRO’s reputation for delivering high‐quality support to its Minister. Work is often done under pressure, especially when parliament is sitting and a track record of being able to deliver on priorities under pressure is essential.

The role requires management of a small team and reports to the Executive Manager of Stakeholder Engagement.

This is a security assessed position. Applicants must be an Australian citizen, with the successful candidate either holding or having the ability to obtain a Negative Vetting 1, Australian Government security clearance.

### Duties and Key Result Areas:

* Lead the Ministerial Liaison Team to manage and coordinate CSIRO's interaction with its portfolio minister’s office and support the CSIRO Board and Chief Executive’s relationship with the Minister.
* Participate and contribute as a member of the wider Corporate Affairs Leadership Team to develop and implement ministerial liaison strategy and the wider Corporate Affairs strategy.
* Assist CSIRO in meeting its legislative, parliamentary and administrative responsibilities including coordination of Ministerial briefs, responses to Parliamentary Questions on Notice, Senate Estimates and Ministerial correspondence.
* Provide briefings and information for the Executive and senior CSIRO staff on protocol and accountability issues for the Minister, the Cabinet and the Parliament.
* Provide advice to CSIRO staff on protocols and process.
* Develop key relationships with CSIRO’s portfolio department to ensure they have sufficient information to fulfil their role as a policy adviser for the Minister regarding CSIRO.
* Ensure accurate records are kept to meet the demands of the Minister’s Office, the portfolio department and the CSIRO Executive, Board and staff.
* Manage CSIRO’s engagement with Senate Estimates and relevant government enquiries.
* Build and maintain team‐focused relationships across all areas of the Corporate Affairs team, sharing knowledge and working together in pursuit of the communications of CSIRO.
* Build and lead a high performing team including responsibility for professional development and individual and team performance through coaching, counselling, feedback and influencing and motivating individuals and teams.
* Promote a strong safety culture through active management of HSE performance.
* Other duties as directed.

## **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:** 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.
* **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.
* **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.
* **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.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

## **Selection Criteria**

#### Essential

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

1. Strong knowledge of government policies and processes and their application within a complex organisation.
2. Demonstrated experience encompassing:

* an understanding of legislative, parliamentary and administrative responsibilities including experience developing ministerial briefs, responses to Parliamentary Questions on Notice, Senate Estimates briefings and Ministerial correspondence;
* strategic planning and implementation, calculating risk, problem solving, and effective team management.

1. 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.
2. Working understanding of Australia’s federal government system.
3. Demonstrated experience assessing the risk and opportunities of identified strategies, options and actions and ability to overcome setbacks to achieve organisation‐wide goals.

Special Requirements

Appointment to this role may be subject to conditions including security/medical/character clearance requirements:

The successful candidate will be required to obtain and maintain a security clearance at the Negative Vetting 1 level.

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