# Position Details

## Administrative Services – CSOF4

The following information is for applicants

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| Advertised Job Title**:** | Policy Project Officer, Governance |
| Job Reference: | 61944 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Percentage of Client Focus - Internal: | 100% |
| Percentage of Client Focus - External: | 0% |
| Reports to the: | Manager, Policy and Governance |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries : | Dr Julie Christie via email [Julie.christie@csiro.au](mailto:Julie.christie@csiro.au) |
| 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’ in SAP (click ‘Recruitment’). You will only need to upload a short pitch outlining your suitability & motivation for the role.  Please do not email your application directly to Dr Julie Christie. Applications received via this method may not be considered by the selection panel. |

## Role Overview:

Administrative staff in CSIRO provides administrative and management services to support the effective provision of research and development activities. This involves the development and implementation and/or administration of policies, systems and procedures that assist the organisation and the business units to achieve their objectives and meet Government and regulatory responsibilities.

The Governance group comprises the following teams: Enterprise Legal, Policy and Governance, Risk, Audit and Security & Fraud. Policy Project Officer will work within the Policy and Governance team that is responsible for managing the policy and delegations’ frameworks, all board and committee terms of reference, and the Major Transactions Committee, which reviews transactions and makes recommendations to the Chief Executive.

The primary focus of this role will be on the policy project that aims to identify and fill gaps in CSIRO’s policies and procedures, which enable CSIRO staff to work safely and within our legal and ethical obligations. This project also aims to streamline procedures and make them consistent across areas.

## Duties and Key Result Areas:

* Liaise with clients to anticipate their needs, ensure the relevance of the activity and achievement of team objectives, take personal responsibility for guaranteeing client satisfaction, and correct problems promptly and in a constructive manner.
* Establish networks with other professionals in your field to ensure that the service provided continues to add value, and deliver training on procedural issues or systems developments to clients and team members.
* Using discipline expertise develop and review policies, procedures, systems and make recommendations to guide management decisions.
* 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, often regionally dispersed research team, and business unit to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit 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.

## 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: 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.**
3. **Resource Management/Leadership: Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.**
4. **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
5. **Independence: Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).**
6. **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.

## Essential Criteria:

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

1. Exceptional interpersonal skills to work effectively in a team environment, collaborate internally with diverse business groups across a multi-faceted organisation and externally if required.
2. High-level writing skills, particularly documents for policies and procedures, and technical and active voice.
3. Proven ability to be extremely proactive, well organised and self-motivated.
4. Experience completing gap analysis, distil and articulate information in a concise and straight forward manner;
5. Adaptable to rapidly changing timelines.
6. Experience liaising across a large agency or department.

## Desirable Criteria:

1. Technical understanding of HR, HSE, security legislative requirements.
2. Web authoring using tools such as Sitecore.

## Special Requirements:

A National Police Check is required to be lodged by the successful applicant and clearance to be received before commencing.

## About CSIRO:

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