# Position Details

## Administrative Services – CSOF4

The following information is for applicants

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| Advertised Job Title**:** | Governance and Policy Coordinator |
| Job Reference: | 61174 |
| 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: | 50% |
| Percentage of Client Focus - External: | 50% |
| Reports to the: | Governance, Policy and Outreach Manager |
| Number of Direct Reports: | 0 |
| 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’)  |
| Contact details to discuss this position: | Mr Ben Rae via mobile: 0476 817 940  |
| If you have difficulty applying please contact: | Call 1300 984 220 or email careers.online@csiro.au |

## 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 Marine National Facility (MNF) seeks a highly motivated critical thinker to fill the role of Governance and Policy Coordinator. The Coordinator will prioritise commitments, follow through on critical issues to successful resolution, coordinate timely responses to information requests, reviews and reporting requirements, and facilitates effective client and staff liaison.

The Governance and Policy Coordinator will provide high level support to the Marine National Facility Team and the Facility’s governance structure. The coordinator will take actions on a variety of tasks including the lead role for developing, reviewing and updating relevant MNF policies, procedures and processes.

## Duties and Key Result Areas:

* Co-ordinate applications for Granted Voyages, and provision of secretariat support for various governance committees.
* High degree of communication, organisational skill, flexibility, adaptability and a proactive approach in working in a team environment.
* Supervise the travel and logistics support for MNF Steering Committee and sub-committees.
* Prepare governance committee briefing papers (up to and including CSIRO Board level).
* Use judgement to prioritise and take actions on a variety of tasks, including assuming the lead role for developing, reviewing and updating relevant MNF policies, procedures and processes.
* Manage the annual processes of applications and assessment to access sea time with the MNF.
* Deliver a high level of support to the MNF Manager Governance Policy and Outreach.
* Develop guidelines and advise on voyage regulatory compliance requirements.
* Provide timely and reliable case management of stakeholder enquiries.
* Provide high level support and advice to the MNF on issues and interactions with key stakeholders and external parties.
* Provide management and oversight of special projects.
* 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.
* Under general direction provide a discrete support service, and participate in the planning of group activities, across a Business Unit or group of functions for a single site, frequently encountering ambiguity and showing initiative in interpreting policies and procedures.
* 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. A tertiary qualification in a relevant discipline or relevant work experience.
2. Highly developed time management and organisational skills with the ability to prioritise demands, escalate issues as appropriate, and establish priorities for managing multiple tasks and deadlines.
3. Demonstrated ability to apply sound judgement and high level analytical skills to identify and develop policy, discussion papers, reports and other written documentation.
4. Proven ability to research and write critically about topics (that may initially be unfamiliar) in a way that: pitches communication at a level appropriate to the audience, is logical, presents evidence and is persuasive.
5. Demonstrated ability to identify, engage and manage effective interpersonal relationships with key internal and external stakeholders.
6. Demonstrated ability to work effectively in a professional team environment; proactively collaborating, consulting, and sharing resources with colleagues within your team, the business unit and across an organisation, to accomplish objectives.

## About CSIRO:

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Find out more about the [Marine National Facility](http://mnf.csiro.au)