# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Manager-Fraud |
| Job Reference | 68650 |
| Tenure | Specified Term of 3 years  Full-time or Part-time, negotiated with successful applicant |
| Salary Range | AU$113,338 to AU$$132,811$132,811132,811 pa (pro-rata for part-time)  + up to 15.4% superannuation |
| Location(s) | Melbourne or Canberra preferred |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Director-CSIRO Governance |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 1 |
| Enquire about this job | Contact Brooke Everett at [brooke.everett@csiro.au](mailto:brooke.everett@csiro.au) or 03 9545 8272 |
| 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

The Manager Fraud is responsible for managing CSIRO’s fraud policy and governance. This includes establishing appropriate fraud prevention and detection approaches across existing and new activities and leading fraud monitoring and investigation activities across the organisation. The Manager Fraud is the principal authoritative source of advice and assurance in relation to fraud.

### $132,811Duties and Key Result Areas:

* Providing strategic and operational direction, assessment and advice on the adequacy and effectiveness of fraud policy and governance processes of the organisation to a range of internal senior stakeholders and committees.
* Leading the development and implementation of the Fraud Corruption and Control Plan, aligning with best practice approaches in fraud management, with the organisation.
* Delivering quality fraud risk assessments and assurance outcomes and activities to a range of organisation committees and groups.
* Building and sustaining productive working relationships with senior stakeholders within the organisation and external.
* Developing and delivering a range of fraud awareness activities and education for all areas of the organisation.
* Engaging with external stakeholders to align fraud policy, fraud governance, prevention, detection and investigation activities with best practice approaches.
* Working collaboratively and effectively with senior leaders in progressing the timely implementation of activities to minimise the organisation’s risk of fraud.
* Working collaboratively and actively participating in the broader governance activities.
* Demonstrating sound judgement and decision-making and maintaining a high level of discretion and commitment to action.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* 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. Relevant experience and/or knowledge of best practice in a senior advisory/managerial role in the area of prevention, detection and management of fraud and/or risk at an enterprise level.
2. Experience in introducing new and emerging technologies, tools and methodologies to continuously ensure fraud and risks are minimised in increasingly complex environments.
3. Strong experience in senior stakeholder engagement, including both internal and external stakeholders such as Executive Leadership teams, Audit and Risk Committees and/or external regulatory and policy bodies.
4. Demonstrated ability to operate with a significant amount of independence across an organisation to conduct and deliver high quality advice and investigations and reviews.
5. Strong analytical skills, attention to detail, decision-making and problem-solving skills.
6. Strong engagement and communication skills, both written and verbally.
7. Ability to communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice and collaboration.

## **Desirable:**

1. Relevant experience in PGPA Fraud Policy and will be highly regarded.

Special Requirements

The successful candidate will be required to obtain and maintain a Baseline security clearance.