# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Enterprise Services Manager - Risk |
| Job Reference | 68651 |
| Tenure | Specified Term of 36 months, Full-time |
| Salary Range | AU$113,338 to AU$132,811 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Melbourne, Sydney or Canberra preferred |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Executive Manager, Risk |
| Number of Direct Reports | 2 |
| Enquire about this job | Contact Peter via email at peter.duffy@csiro.au or 03 9545 7909 |
| 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 CSIRO Risk Unit is an integral part of the Governance Group that exists to support sound and transparent decision making, strengthen organisational resilience and protect CSIRO’s licence to operate. The Risk Unit achieves this through:

* Leading the establishment and ongoing enhancement of best practice risk management frameworks and processes and the integration of these into key business processes.
* Facilitating a greater understanding and clearer articulation of risk appetite and tolerance.
* Developing and executing the processes that develop and maintain the CSIRO Organisational Risk Profile and risk registers across the organisation.
* Supporting the ability of the organisation to identify and respond to critical incidents and situations.

### Duties and Key Result Areas:

* Applying a practical knowledge and understanding of the AS/NZS ISO 31000:2009 and its application across the organisation.
* Applying a practical knowledge and understanding of Business Continuity Management across the organisation.
* Evaluating, interpreting and synthesising complex information and drawing logical conclusions and linkages that reflect a strong understanding of the external, strategic and operational context in which CSIRO operates.
* Assisting the integration of risk, and the assessment of risk, into the organisation’s operations (i.e. risk and decision making of commercial transactions, research projects).
* Contributing to the development and assessment of the Organisational Risk Profile including on-going monitoring and review.
* Developing, assessing and documenting processes, controls and procedures in support of risk (e.g. risk identification, causes, impacts and controls).
* Facilitating risk discussions and risk workshops with a range of stakeholders across the organisation and contributing to the enhancement and ongoing preparation and co-ordination of risk reporting to senior management and the Board.
* Establishing and maintaining effective relationships with stakeholders across all levels of leadership including the Executive.
* Communicating in writing and verbally, clearly, concisely, effectively and respectfully, with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Working collaboratively with colleagues within your team and from across and representing CSIRO at external and internal forums.
* Act as a trusted advisor, understanding the client’s Business Unit and/or seeking information about the real underlying needs of the client, and identify and adapting quickly to changes in clients’ needs and market changes.
* Within broad guidelines be a technical leader and/or manager of a function, negotiate the budget for the function including securing external funds, have sound understanding of Business Unit goals and activities, be a member of or provide strategic advice to the management team, and establish and maintain networks beneficial to the achievement of the Business Unit’s goals.
* Lead staff by developing the work plan, allocating and monitoring resources and achieving the function outcomes, ensuring effective team performance, developing team members, and influencing other internal and external parties to achieve the function’s goals and promote the Business Unit in external forums.
* 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.

## **Pre-Requisites**

*Under CSIRO policy only those who meet all pre-requisites and essential criteria can be appointed.*

1. **Education/Qualifications:** A relevant tertiary qualification and/or equivalent management/leadership experience in a relevant area.
2. **Communication:** Excellent written and oral communication skills, including the ability to clearly and succinctly convey information and ideas to individuals and groups including senior leaders.
3. **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment.
4. **Adaptability:** Demonstrated ability to deal with ambiguity and adapt to changing circumstances and new responsibilities.
5. **Problem Solving:** Proven ability to investigate underlying issues of complex and ill-defined problems and develop appropriate responses through abstract thinking and using creative solutions.

**Essential Criteria**

1. Demonstrated capability and working knowledge in risk assessment; in enterprise wide risk management and risk facilitation; and in Business Continuity Management and related fields.
2. Proven working knowledge of best practice risk management approaches, policies, standards AS/NZS ISO 31000:2009, methodologies and relevant legislative frameworks.
3. The ability to work effectively in a team environment, collaborate widely both internally and externally, and provide leadership and guidance to staff.
4. Demonstrated ability to evaluate, interpret, synthesise and communicate complex information and draw logical conclusions and linkages.
5. Excellent verbal communication and written skills, including for a range of stakeholders and for senior executive forums. Ability to distil and articulate complex materials in a concise and straight forward manner.

Special Requirements

The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

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