# Position Details

## General Management – CSOF8

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| The following information is for applicants | |
| Advertised Job Title | Director Governance |
| Job Reference | 70208 |
| Tenure | Specified Term of 3 years |
| Salary Range | Attractive executive salary package will be negotiable |
| Location(s) | Melbourne preferred, may consider Canberra or Sydney |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Chief Operating Officer, Operations |
| Client Focus – Internal | 70% |
| Client Focus – External | 30% |
| Number of Direct Reports | 4 |
| Enquire about this job | Janice Ip via email at [Janice.Ip@csiro.au](mailto:Janice.Ip@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

The Director of the CSIRO Governance Business Unit leads a team that provides services, advice and support for the Organisation across the specialist functions of risk, fraud, governance, legal and internal audit.

Success in this role will enable the team to support CSIRO staff to deliver great science and achieve its purpose and outcomes in ways that appropriately manage risk and achieve necessary compliance, with a high level of agility and customer focus. The role works collaboratively with, and through, the broader business to deliver good governance outcomes.

The Director is a key member of the CSIRO Leadership Team reporting to the Chief Operating Officer. The Director sets high standards across CSIRO with respect to strategic governance, risk management and related accountability leadership, service delivery, outcomes focus and partnering for success. The Director builds strong internal and external relationships at the highest levels, using foresight, advocacy and diplomacy.

This is a security assessed position. Appointment into the position is subject to the successful applicant holding or having the ability to hold an Australian Government security clearance at the NV1 level.

### Duties and Key Result Areas:

The Director, Governance leads the business unit to ensure:

* Delivery of CSIRO’s Strategy and meeting the high expectations of CSIRO’s Chief Executive, Board, Executive, other external and internal stakeholders in regards to risk management and compliance with appropriate legislation, regulation, policies, standards and practices;
* CSIRO has an appropriate Governance and Delegations Framework that reflects best practice and a view for continual improvement;
* Risk management frameworks are established and appropriately implemented throughout the organisation, and there is a consistent and integrated approach to risk management by other enterprise areas including Health & Safety, Security, and Finance;
* Internal audit programs are designed and delivered to provide the Chief Executive, Board and the Board Audit and Risk Committee with advice and assurance with respect to compliance matters;
* Strategic and comprehensive advice on a range of governance issues critical to the operation of CSIRO is available to CSIRO’s Chief Executive, Chairman and Board, leadership and staff including the coordination of legal advice covering governance and legal compliance, probity, commercial transactions and collaborations, commercial litigation and dispute management, joint ventures and equity investments, and strategic partnerships;
* Delivery of relevant compliance management reports on governance, compliance and risk management required by internal and external stakeholders including actions to improve outcomes; and
* Effective oversight and proactive support to CSIRO’s leadership, during situations of potential risk, critical incident management and emergency.

**Key Capabilities**

* Commitment to integrity and excellence in CSIRO’s governing legislation, organisational governance structure, assurance and accountability processes to meet appropriate standards and add value to the business;
* Knowledge and application of key principles and contemporary frameworks relevant to the functional domains within the group;
* The ability to think laterally and strategically, anticipate and manage problems in ambiguous situations and make best-informed, timely decisions executed with diplomacy;
* Strong relationship management skills and demonstrated ability to develop and maintain internal ad external relationships
* Excellent team leadership and change management skills to build and motivate a high performing team including:
* Demonstrated commitment to health and safety, diversity and inclusion through values-based management.

Key responsibilities may be subject to change from time to time to ensure the continued success of the function. Travel across CSIRO’s multiple locations will be required.

## **Selection Criteria**

#### Essential

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

1. Extensive knowledge of, and experience in implementing and maintaining contemporary high-level governance, risk management and commercial principles as they apply to large, complex organisations with the ability to drive change and continuous improvement.
2. Respected as a trusted advisor, with diplomacy and foresight, who relates to and connects closely with the Executive and Board as well as with external stakeholders particularly Government.
3. Experience in shaping and influencing organisational culture to achieve governance, risk and compliance objectives in line with the Organisation’s risk appetite, relevant legislation, regulations and policy.
4. Demonstrates the highest standards of ethical behaviour and integrity, combined with an ability to manage conflict, enhance collegiality and to harness the contributions of others, tapping into people’s strengths.

Special Requirements

* The successful candidate will be required to obtain and maintain a security clearance at the Negative Vetting 1.
* Ability and willingness to undertake interstate travel as required.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!

CSIRO is a values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* 1. People First
  2. Further Together
  3. Making it Real
  4. Trusted

**CSIRO Governance**Governance relates to the direction, control and accountability of CSIRO. CSIRO is committed to conducting the affairs of the Organisation with integrity and in the national interest consistent with the functions of CSIRO as set out in the Science and Industry Research Act 1949, the Public Governance, Performance and Accountability Act 2013 and other relevant legislation.