

## Policy and Analysis Officer

### Role Overview

<b>Advertised Job Title:</b>	Policy and Analysis Officer
<b>Reference Number:</b>	
<b>Classification:</b>	CSOF 4 or 5
<b>Salary Range:</b>	
<b>Location:</b>	Negotiable and will consider all locations where there is significant CSIRO presence
<b>Tenure:</b>	Specified term of 2 years
<b>Relocation assistance:</b>	NA
<b>Applications are open to:</b>	Australian/New Zealand Citizens and Permanent Residents Only
<b>Functional Area:</b>	Technical Services
<b>% Client Focus - Internal:</b>	50%
<b>% Client Focus - External:</b>	50%
<b>Reports to the:</b>	National Biodiversity Data Initiatives Program Manager
<b>Number of Direct Reports:</b>	NIL

The Atlas of Living Australia (ALA) is Australia's national biodiversity data provider funded under the National Collaborative Research Infrastructure Strategy (NCRIS) and hosted as part of CSIRO. ALA utilises its digital infrastructure developed in-house to support research activities, government decision-making and community events.

The exciting and challenging role of the National Priorities Program Manager is to provide leadership and be responsible for delivering complex projects relevant to the Atlas of Living Australia. In this role you will use your well-developed engagement, communication, negotiation, policy analysis and project management skills to deliver projects that focus on national priorities. Specifically, for this role you will be responsible for the delivery of the Sensitive Species Data Pathways project and providing leadership and responsibility for the Collaborative Species Distribution Modelling Platform.

The Sensitive Species Data Pathways aims to streamline the access and transfer of sensitive species data and information for research and decision-making purposes. The project involves commitment from all state and commonwealth jurisdictions, major research infrastructures and national peak professional bodies. The project will deliver an innovative ratified National Framework to enable the sharing of sensitive species information.

National Biodiversity Data initiatives seeks to appoint an experienced and motivated Policy Officer. The National Biodiversity Data Initiatives Project is an exciting project responding to a broad range of government reviews recommending better national data sharing and standards, with a focus on sensitive species data. Initially focused on issues around species regarded as sensitive because of their conservation status, the project's framework may later be applied to species in the biosecurity or other spaces.

The role reports to the Program Manager, working collaboratively with stakeholders from all jurisdictions in Australia as well as non-government organisations on developing a national framework on sensitive species data as well as project managing parts of the development of a data service and secure modelling environment. This represents a diverse range of policy, secretariat and administrative work.

The successful applicant will work with the project manager and stakeholders to develop a national policy position and agreed processes, including the provision of secretariat services to national working groups. Other key attributes will include strong written and verbal communication, organisational skill, flexibility, adaptability and a proactive approach in working in a team environment under limited direction.

## **About CSIRO**

Australia is founding its future on science and innovation. Its national science agency, CSIRO is a powerhouse of ideas, technologies and skills for building prosperity, growth, health and sustainability. It serves governments, industries, business and communities across the nation. Find out more! [www.csiro.au](http://www.csiro.au).

## **About the National Biodiversity Data Initiatives Project**

The current focus of the National Biodiversity Data Initiatives Project is a project funded by the Australian Research Data Commons (ARDC), with in-kind funding from the Atlas of Living Australia and environmental jurisdictions at Commonwealth, State and Territory level, the Sensitive Species Data Pathways Project. The project seeks to develop a framework for sharing sensitive species data nationally and to provide a secure service from which approved trusted users can access data. A proof-of-concept secure modelling environment will provide a space in which sensitive species data can be manipulated for a range of ends in a secure fashion. Initially focused on issues around species regarded as sensitive because of their conservation status, the project's framework may later be applied to species in the biosecurity or other spaces.

The project involves close collaboration between a significant number of partners and has potential significant contributions to the Environment Minister's 2021 agreement to work towards single touch environmental assessment as well as improved access for both industry and researchers to data that is time-consuming and difficult to access.

## What will you be doing?

### Specific:

- Working with the Project Manager and stakeholders on administrative issues to develop a national framework on sensitive species data including agreed national processes, governance and standards
- Providing secretariat services to the Project Working Group and Steering Committee
- Preparing a wide range of communications including briefings, meeting papers and reports and working with a range of stakeholders from government, industry, research and other non-government organisations
- Undertaking research and analysis in relation to sensitive data, workflows, species data and stakeholder needs
- Administering sub-committees to develop products for the project and administering sub-contractors
- Undertaken other policy and project management work as directed

### General:

- Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO's reputation
- Work proactively as part of a team, to carry out administrative tasks and provide personal assistance, under general direction
- Work collaboratively with colleagues within your team, the business unit and across CSIRO, to reach objectives
- Receive instruction and assist other staff to complete allocated tasks and activities, as required
- Receive instruction on activities pertaining to the immediate areas of focus and responsibility, as required
- Generate improved solutions in work situations, trying creative ways to deal with problems and opportunities
- Adhere to the spirit and practice of CSIRO's Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals
- Other duties as directed

## Who are we looking for?

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

### Essential Criteria:

1. Strong written and oral communication skills with the ability to provide accurate specialist policy advice in relation to sensitive data and/or biodiversity data
2. Demonstrated ability to perform objective and systematic research and analysis to obtain accurate conclusions based on evidence
3. Capacity to develop and support complex relationships with internal and external stakeholders to achieve work area and agency goals, including anticipating stakeholder needs and expectations
4. Demonstrated ability to take responsibility, set priorities and ensure quality of outputs for the work area
5. Demonstrated ability to solve problems and undertake work that is complex in nature
6. Proven experience in working under limited direction with opportunity for autonomy and accountability in interpreting policy and the application of practices and procedures
7. Ability to propose and facilitate innovation initiatives and contribute to business improvement strategies and change in the workplace

**As Australia's Innovation Catalyst, CSIRO has strategic actions underpinned by behaviours aligned to:**

1. Excellent science
2. Inclusion, trust & respect
3. Health, safety & environment
4. Delivery on commitments.

In your application and at interview you will need to demonstrate alignment with these behaviours.

## How to apply

Internal (CSIRO) candidates should apply for this position via the "Recruitment" tab in **SAP** (choose "Jobs Central" and enter Requisition Number .....). Your application should comprise **one document** which incorporates the latest version of your CV plus a covering letter outlining your motivations for applying and your suitability for the role (uploaded under "Resume/Cover Letter").

At any stage during the recruitment process, you may be asked to provide additional information (online) relevant to the selection criteria. If so, then responding will enhance your application so please take the time to provide relevant succinct answers. Applicants who do not provide the information when requested may not be considered. If you experience difficulties applying online call 1300 984 220 and someone will be able to assist you. Outside business hours please email: [careers.online@csiro.au](mailto:careers.online@csiro.au).

## **Referees**

If you do not already have the names and contact details of two previous supervisors or academic/professional referees included in your resume/CV please add these before uploading your CV.

## **Contact**

If after reading the selection documentation you require further information please contact: ..... Please do not email your application directly to ..... Applications received via this method will not be considered.