

Policy and Analysis Officer

Role Overview

Advertised job title:	Policy and Analysis Officer
Reference number:	78599
Tenure:	Specified term ending 30 June, 2023 (approximately 18 months)
Salary range:	AU\$102k - AU\$111k pa (pro-rata for part-time) plus up to 15.4% superannuation
Location(s):	Black Mountain (Canberra) ACT Other locations will be considered by negotiation.
Relocation assistance:	Will be provided to the successful candidate if required
Applications are open to:	<ul style="list-style-type: none"> • Australian or New Zealand Citizens and Australian Permanent Residents, currently residing in Australia. • Australian temporary residents who are currently residing in Australia and have the right to work for the expected duration of the term (at least to end of June 2023), with no requirement for sponsorship.
Position reports to the:	National Biodiversity Data Initiatives Program Manager
Client focus - internal:	50%
Client focus - external:	50%
Number of direct reports:	0
Enquire about this job:	Cam Slatyer via email Cam.Slatyer@csiro.au
How to apply:	<p>Applications close 11pm (AEDT) Monday 6 December 2021.</p> <p>Apply online via the CSIRO jobs portal. Internal applicants please apply via Jobs Central. If you experience difficulties when applying, please email careers.online@csiro.au or call 1300 984 220.</p>

The Policy and Analysis Officer supports the delivery of the Sensitive Species Data Pathways project and the Collaborative Species Distribution Modelling Platform. The role reports to the Program Manager and works collaboratively with stakeholders from all jurisdictions in Australia, as well as non-government organisations, to support the development of 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 Policy and Analysis Officer works closely 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.

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

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. This 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.

About CSIRO

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](#) and [National Collections and Marine Infrastructure \(NCMI\)](#) for more information.

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

- People First
- Further Together
- Making it Real
- Trusted

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 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 number of partners and has potential for 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 currently time-consuming and difficult to access.

What will you be doing?

- Work with stakeholders to assist in the development of a national framework on sensitive species data
- Lead a review of relevant national legislation in consultation with stakeholders, and undertake other policy research, analysis and project management as required
- Provide secretariat services to the governance committees in the project
- Prepare a wide range of communications including briefings, meeting papers and reports
- Represent and negotiate with a range of stakeholders from government at all levels, industry, research and other non-government organisations to negotiate complex outcomes
- Maintain confidentiality in relation to sensitive government and third-party issues
- Work proactively as part of a professional team, and with a wide range of stakeholders to deliver key objectives
- Adhere to the spirit and practice of CSIRO's Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals
- Undertake other duties as directed

Who are we looking for?

Essential Criteria:

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

1. Strong written and oral communication skills and the ability to research and provide accurate specialist policy advice.
2. Experience working under limited direction, including accountability in interpreting government policy and the application of practices and procedures.
3. Demonstrated ability to perform objective and systematic research and analysis to produce succinct, accurate policy conclusions based on evidence.
4. Proven experience developing and supporting complex relationships with internal and external stakeholders to achieve work area and agency goals, including anticipating stakeholder needs and expectations.
5. A demonstrated ability to take responsibility, set priorities and ensure quality of outputs for the work area.
6. Strong organisational skills, flexibility, adaptability and a proactive approach to working in a team environment under limited direction.
7. The ability to propose and facilitate innovation initiatives and contribute to business improvement strategies and change in the workplace.

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:** 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.
- **Resource Management/Leadership:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
- **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
- **Independence:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
- **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.

Special Requirements:

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

How to apply

Applications close 11pm (AEDT) Monday 6 December 2021.

Apply online via the [CSIRO jobs portal](#).

Internal applicants please apply via **Jobs Central**.

If you experience difficulties when applying, please email careers.online@csiro.au or call 1300 984 220.