# Position details

## Administrative services- CSOF5

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| The following information is for applicants | |
| Advertised job title | Project Officer - Research Policy and Grants Officer |
| Job reference | 100580 |
| Tenure and work schedule | Specified Term of up to 6 months  Full-time. |
| Salary range | AU$114k - AU$123k per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Geelong, Australian Centre for Disease Preparedness (ACDP), VIC |
| Relocation assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Internal CSIRO Employees * Australian/ New Zealand Citizen * Australian Permanent Resident * Australian Temporary Resident with full work rights till Feb 2026 (no visa sponsorship support to be extended by CSIRO) |
| Position reports to the | Research Director, AAHL |
| Client focus – internal | 80% |
| Client focus – external | 20% |
| Number of direct reports | 0 |
| Enquire about this job | Contact Kirsty Hall, via email at Kirsty.Hall@csiro.au |
| Support and workplace adjustments | We offer a range of reasonable supports and workplace adjustments. Please let us know via email to the Talent Acquisition Consultant at shree.chattopadhyay@csiro.au or the Hiring Manager mentioned above, if we can help you to equitably participate in our recruitment process or the role itself. |
| 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) |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

**About CSIRO**

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

As one of the world’s largest multidisciplinary mission-driven research organisations, we are focused on the issues that matter the most: for our quality of life, for the economy and for our environment. We believe diverse teams are more effective and deliver more innovative outcomes. When we all focus on the big things that really matter, and work in partnership with our communities and [Indigenous Australia](https://www.csiro.au/research/indigenous-science), Australian science and technology can solve seemingly impossible problems and create new value for all Australians. Visit [CSIRO.au](https://www.csiro.au/) for more information.

### Role overview

## The role of administrative staff in CSIRO is to provide administrative and management services to support the effective provision of research and development activities. This involves the development and implementation and/or administration of policies, systems and procedures that assist the Organisation and the Business Unit to achieve their objectives and meet Government and regulatory responsibilities.

As a Project Officer at the ACDP, you will provide administrative, project and financial support services to the Research Director. Working closely with the administrative support team within the ACDP, you will undertake various tasks relayed to reviewing of external grant opportunities and following up with research team/ leadership to execute administration commitments. For success in this role, you will have excellent foresight and initiative, and a natural ability to manage relationships between diverse stakeholder groups. Drawing on your familiarity with administrative procedures for project management, you will work with various systems to help prepare official documentation and undertake project monitoring and reporting. A high level of discretion and confidentiality is required.

### Duties and key result areas

* Review costing guidelines for research and diagnostic teams and make appropriate recommendations for a pricelist for diagnostic services at ACDP.
* Monitor research program budgets and investigate and resolve discrepancies and issues.
* Review export control policy and make recommendations on how ACDP ensure that the new policies are met (working with the CSIRO National Security & Resilience Team and as a member of the contact team for Defence Export Control with the Department of Defence), amend processes if needed and provide briefings to relevant teams at ACDP.
* Develop procedures to ensure ACDP is compliant with Nagoya Protocol when using materials for proficiency testing and other reagents.
* Identify professional development opportunities for self and others to increase skills in project management.
* Work independently to deliver results through the use and allocation of available resources.
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO's reputation.
* Draw on professional expertise, knowledge of other disciplines and research experience to recognise and exploit opportunities for innovation, challenge current approaches, and generate new theoretical perspectives.
* Pursue new ideas/approaches and networking with scientific colleagues across a range of disciplines to contribute to the identification of further opportunities to promote regulatory affairs.
* Present results in a meaningful format, prepare reports for project milestones, clients and/or write scientific papers for publication.
* Effectively represent the research team and group internally and externally, including the presentation of research outcomes at CSIRO scientific forums, and national and international conferences and workshops.
* Collaborate with a diverse range of stakeholders, leveraging broad networks and relationships within national, global, trans-disciplinary and multi-stakeholder environments.
* Adhere to the spirit and practice of CSIRO's Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## **Selection criteria**

#### Essential

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

1. Highly developed administration skills including proficiency in Word, Outlook, Excel, PowerPoint and CSIRO systems including Dynamics.
2. Excellent proof reading and writing skills as well as the ability to collate complex information from various sources and produce high quality reports and develop procedural guidelines.
3. A good understanding of export control policies and how they apply to biological specimens being transported within states in Australia and overseas.
4. Highly developed time management, organisational and communication skills.
5. Proven experience with supporting and guiding research teams on how to apply for external grants including developing process documentation.
6. Proven experience monitoring research program budgets and resolving discrepancies and issues in line with CSIRO procedures.
7. Experience with costing projects for externally funded collaborative projects and grant opportunities.
8. The ability to maintain confidentiality and respond to issues sensitively.

## **Not sure if you meet all the criteria?**

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don’t let the list discourage you. If you are unsure about applying, please reach out to the contact on page 1 of this document so we can discuss the role further.

## **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.

## **Setting you up for success**

We understand that not everyone works in the same way and sometimes people may require reasonable support and adjustments to perform at their best. Whether related to the recruitment process and or the role itself, this may include options such as providing different methods of communication, flexible hours or physical adjustments to work methods. If you feel comfortable, we encourage you to share any support and adjustments you may need to carry out the inherent requirements of the role. Please let us know via email to the Talent Acquisition Partner, if we can help you to equitably participate in our recruitment process or the role itself.

**Life at CSIRO and flexible working arrangements**

We [work flexibly at CSIRO](https://www.csiro.au/en/careers/life-at-csiro/Flexible-work), offering a range of options for how, when and where you work.  We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, [benefits](https://www.csiro.au/en/careers/life-at-csiro/Benefits) and [career development](https://www.csiro.au/en/careers/life-at-csiro/Career-development) opportunities. To learn more, visit [Careers at CSIRO](https://www.csiro.au/en/careers).

We celebrate the uniqueness of our workforce and are committed to creating [diverse and inclusive teams](https://www.csiro.au/en/careers/life-at-csiro/Diversity-inclusion-belonging) where everyone feels they belong. CSIRO is an equal employment opportunity organisation dedicated to recruiting people based on merit and reflecting the diversity of the community we serve. We recognise true diversity encompasses all ages, nationalities, abilities, cultures, genders, sexualities, faiths, levels of education, diversity of thought and many more aspects of identity. By empowering diverse teams, our community is reflected in the solutions we create.

**CSIRO values**

CSIRO is a values-based organisation committed to values-based leadership.

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| **Value** | **Descriptor** | **Behaviour** |
| **People first** | Our priority is the safety and wellbeing of our people. We believe in, and respect, the power of diverse perspectives. We seek out and learn from our differences. | * Respectful * Caring * Inclusive |
| **Further together** | We achieve more together than we ever could alone. We listen and collaborate, in teams, across disciplines, across boundaries. We embrace ambiguity and use discussion and persistence to generate unique solutions to complex problems. | * Accountable * Authentic * Courageous |
| **Making it real** | We do science with real impact. We thrive when taking on the big challenges facing the world. We take educated risks and defy convention. We celebrate successes and failures and leverage them to learn as we strive to be the force for positive change. | * Partnering * Cooperative * Humble |
| **Trusted** | We’re driven by purpose but remain objective. We fight misinformation with facts. We earn trust everywhere through everything we do. We trust each other and we hold each other accountable. Together our actions drive Australia’s trust in CSIRO. | * Curious * Adaptive * Entrepreneurial |

**Child safety**

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](https://www.csiro.au/en/about/policies/child-safe-policy).

**Special Requirements**

**ACDP Special Conditions:**

To be eligible for this position you must be willing and able to:

* Adhere to CSIRO ACDP microbiological security requirements, other Australian Security requirements applicable to the position and HSE policies.
* Be vaccinated against influenza, rabies, hepatitis B, Japanese encephalitis or other agents as specified if required for the role performed.

**Security Assessment and Microbiological Security Requirements for Personnel Working on the ACDP Site**

The nature of our work requires that each person working on site must comply with the conditions described below.

* The appointee is required to pass a security clearance at a level appropriate to duties of the position.  Confirmation of the appointment is subject to obtaining that clearance.
* It is essential that all work on exotic or emerging diseases carried out at ACDP is conducted in a safe manner to prevent the escape of the disease agents used, and to this end, all activities and personnel will be subject to appropriate microbiological security measures. Consequently, while working at ACDP, you may not reside on a property on which are kept any of the following animals: sheep, cattle, pigs, goats, horses, asses and mules, any other cloven-hoofed animal, fowls, turkeys, geese, domestic ducks, caged birds, emus or ostriches. Personnel working with diseases of aquatic animals additionally may not keep aquarium fish at their place of residence and personnel working with cane toad material must also avoid contact with amphibians.
* In addition, for a period of seven days after working in the microbiologically secure area of ACDP, personnel may not have close contact with any of the above animals, amphibians or birds or the actual places where these animals are held or visit any aquatic animal farm or aquatic animal hatchery.
* Working in the barrier maintained Small Animal Facility requires avoidance of contact with additional animals such as mice, rats, guinea pigs, rabbits and poultry 3 days prior to arrival.
* Personnel must abide by Occupational Health, Safety and Environment regulations. Safety signs and directives issued by CSIRO personnel must always be complied with.
* 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.
* The successful candidate will be required to obtain and maintain a security clearance at negative vetting 1
* The successful candidate may be required to undertake a pre-employment medical examination prior to commencement.