# Position Details

## Administrative Services- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Administration Officer – Australian Centre for Disease Preparedness |
| Job Reference | 100994 |
| Tenure | Specified term until 31 December 2027 |
| Salary Range | AU$73k - AU$93k per annum, 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 | Australian Citizens Only |
| Position reports to the | Research Director, Diagnostics, Surveillance & Response - ACDP |
| Client Focus – Internal | 85% |
| Client Focus – External | 15% |
| Number of Direct Reports | 0 |
| Enquire about this job | Shree via email [shree.chattopadhyay@csiro.au](mailto:shree.chattopadhyay@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) |

**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).

### Role Overview

Administrative staff in CSIRO 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 units to achieve their objectives and meet Government and regulatory responsibilities.

The Administration Officer provides administrative support services to the Australian Centre for Disease Preparedness (ACDP) Directorate and primarily to the ACDP Research Director, Diagnostics, Surveillance & Response. The position works alongside the administrative support team within the ACDP Directorate, undertaking a range of tasks to support ACDP and various projects. The Administration Officer will liaise broadly with appropriate agencies and individuals nationally and internationally, and within CSIRO, and will assist with preparing complex milestone reports. The role requires a high level of discretion and confidentiality.

### The ACDP National Facility

The Australian Centre for Disease Preparedness (ACDP) helps protect Australia’s multi-billion dollar livestock and aquaculture industries, and the general public, from emerging infectious disease threats. It is a high-containment facility designed to allow scientific research into the most dangerous infectious agents in the world.

### Duties and Key Result Areas

**Administrative support to the Research Director**

* Provide practical support to the ACDP Research Director in relation to interactions with key internal and external stakeholders.
* Assist the ACDP Research Director in prioritising meetings, correspondence and activities.
* Prepare and review correspondence and reports that deal with routine matters.
* Monitor and follow up on issues that need to be drawn to the ACDP Research Director’s attention in a timely manner.

**Administrative tasks**

* Prepare major milestone and annual reports to funding agencies in compliance with ACDP’s national and international obligations.
* Assist with coordinating material needed for reviews, reports or to respond to information requests.
* Manage or contribute to administrative projects or issues as necessary (e.g. scholarship program, visiting scientists, publication records).
* Coordinate internal and external meetings or other events, including booking rooms, resources, travel, transport, equipment, visitor access and catering.
* Prepare meeting minutes and initiate follow‐up action.
* Provide general administrative support for program, group and team activities/meetings as required.

**Compliance**

* Establish and maintain electronic document management systems in accordance with CSIRO’s record management standards.
* Maintain registers/logs related to specific operational requirements relevant to the Business Unit’s operations.

**Communication**

* Effectively communicate within a small team and ensure confidentiality is maintained at all times.
* Draft routine responses and correspondence and monitor follow‐up actions.
* Develop and maintain functional networks to facilitate effective Business Unit operations.
* Assist in the preparation of technical documents and presentation material.

**Diary Management**

* Assist the ACDP Research Director to manage email, prioritise tasks and meet deadlines.
* Resolve conflicting appointments and deadlines.

**Other duties**

* 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.
* Work collaboratively as part of a professional team to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Values, 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. Experience as an admin officer for at least two years, working in a team of admin officers and supporting leadership team with inbox and calendar management.
2. Demonstrated highly developed administration skills, including advanced abilities in the use of Microsoft Office applications (including Word, Outlook, Teams, Excel and PowerPoint).
3. Experience in interactions with a diverse range of stakeholders both internal (within the admin team) and external clients with ease and confidence.
4. Demonstrated proof reading and writing skills, and a proven ability to collate information from various sources into a concise and professional report.
5. Highly developed time management and organisational skills with a demonstrated ability to prioritise competing demands and escalate issues as appropriate.
6. Proven ability to work co-operatively as a contributor to teams and to interact effectively with scientific and industry stakeholders.

## **Desirable**

1. Experience using SAP, O2D, Compass (or equivalent systems).

## **Required Competencies**

* **Teamwork and Collaboration:** Proactively seeks and considers the ideas and opinions of others from within and outside the team to help form decisions, plans or actions.
* **Influence and Communication:** Puts forward ideas by presenting factual information supported by data, definitions, examples, illustrations or other aids, which will assist in conveying meaning.
* **Resource Management/Leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
* **Judgement and Problem Solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
* **Independence:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **Adaptability:**Willingness to change ideas or perceptions based on new information, contrary evidence or other people's points of view. Prepared to try out different approaches.

**Special Requirements**

**Security Assessment and Microbiological Security Requirements for Personnel Working on the Australian Centre for Disease Preparedness (ACDP) Site**

**To be eligible for this position you must be willing and able to comply with the following:**

1. Certain positions including those working in the ACDP microbiological secure area will require security clearance at a level appropriate to duties of the position. Confirmation of the appointment is subject to obtaining that clearance.
2. 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, mules and camelids, any other cloven-hoofed animal, fowls, turkeys, geese, domestic ducks, caged birds, emus or ostriches. Personnel working with diseases of aquatic animals may not keep aquarium fish at their place of residence and at times specific species may be excluded depending on the nature of the work conducted.
3. 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.
4. Working in the barrier maintained Small Animal Facility or the Werribee Animal Health Farm requires avoidance of additional animals such as mice, rats, guinea pigs, rabbits, ferrets and poultry of a minimum of 3 days prior to arrival.
5. Certain positions will require medical assessment and vaccinations against various agents which may include (where applicable) influenza, Hepatitis b, Rabies, Japanese encephalitis, Q Fever and SARS-CoV-2 or other agents if working with certain viruses. The successful candidate will be required to provide satisfactory evidence of vaccination against certain viruses / diseases prior to commencement and/or may be expected to be vaccinated against other viruses/diseases during the course of their employment.
6. Positions working at PC4 will also require a pre-employment psychological assessment.
7. Given ACDP’s role in the International Regional Program, there may be a requirement for some personnel to travel internationally and if required for this work, suitable staff should be able to obtain a valid passport and obtain applicable vaccinations.
8. In the event of an emergency disease response, ACDP may be required to implement the Emergency Animal Disease Response Plan and personnel may be directed to work in areas other than their usual assignment in order to meet the needs of the response. This direction may include work outside usual working hours, and may require working onsite.
9. Personnel must abide by Occupational Health, Safety and Environment regulations. Safety signs and directives issued by CSIRO personnel must be complied with at all times.
10. Access restrictions apply to the Werribee Animal Health Facility (WAHF) site that is associated with, but remote from, the ACDP site.

**The successful candidate will be required to:**

1. 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.
2. Undertake a National Health Security Check (to be arranged post-commencement).
3. Obtain and maintain a security clearance at the Negative Vetting Level 1 (to be arranged post-commencement).

**About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [Australian Centre for Disease Preparedness](https://www.csiro.au/en/about/facilities-collections/acdp) 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