# Position Details

## Administrative Services- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Project Support Officer |
| Job Reference | 101015 |
| Tenure and Work Schedule | Specified Term of 3 years  Full-time, part-time (no less than 30hr/week) or job-share arrangement will be considered |
| Salary Range | AUD $73,567 - $ 93,630 per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Perth |
| Relocation Assistance | Will be provided to successful candidate if required. |
| Applications are open to | * Australian/New Zealand Citizens and * Australian Permanent Residents |
| Position reports to the | Inyarrimanha Ilgari Bundara, the CSIRO Murchison Radio‐astronomy  Observatory Site Entity Leader |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Rebecca Wheadon via email at Rebecca.Wheadon@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) or call 1300 984 220. |

**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](file:///C:/Users/lui008/OneDrive%20-%20CSIRO/Desktop/LIFE/LEADERSHIP/Inclusive%20Recruitment/PD%20and%20Job%20Ads/CSIRO.au) for more information.

**Background**

CSIRO plays a leading role in one of the world’s largest radio astronomy projects: the SKA. The SKA Observatory (SKAO) is a next-generation radio astronomy facility that will revolutionise our understanding of the Universe and the laws of fundamental physics. Enabled by cutting-edge technology, it promises to have a major impact on society, in science and beyond.

In Australia, the SKAO is collaborating with CSIRO to operate and support the construction of the low frequency telescope (SKA-Low) in remote Western Australia.

The SKA‐Low telescope is being built by the SKA Observatory (SKAO) at Inyarrimanha Ilgari Bundara, the CSIRO Murchison Radio‐astronomy Observatory on Wajarri Yamaji country in Western Australia. CSIRO’s world‐class observatory already hosts radio telescopes such as the Australian SKA Pathfinder and the Murchison Widefield Array.

CSIRO’s Site Entity team manages the Observatory on behalf of the nation and is tasked with activities such as managing the land, delivering on Australia’s international commitments as a Host Country, and facilitating the requirements of all Observatory occupants.

### Role Overview

## The Project Support Officer will be a crucial member of the Site Entity team, managing administrative responsibilities for our large-scale, multi-partner activities, while also providing office support to the Site Entity team.

### Duties and Key Result Areas

* Provide office support to the Site Entity team, including travel logistics, meeting coordination and diary management.
* Provide administrative and project support to the Site Entity team, including scheduling, purchasing and payments, and maintaining accurate, accessible and up‐to‐date project records.
* Coordinate and facilitate regular training sessions with external parties, including scheduling, meet and greet, IT support, catering etc
* Assist in development of procurement documentation and coordinate compliance with internal procurement policies and processes, including engagement with external parties as required
* Coordinate regular progress updates with key partners including financial forecasting, reporting and reconciliation requiring cross-departmental investigation and resolution
* Engage with a broad variety of stakeholders, both within the community and various Government departments
* Apply discretion as required in selecting the most appropriate method and sequence of completing tasks.
* Communicate openly, effectively, and respectfully in all interactions in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* 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. Relevant qualifications and/or equivalent relevant experience supporting a small, multidisciplinary team working in a complex environment.
2. Strong interpersonal, written and oral communication skills and demonstrated experience managing relationships in a complicated, multifaceted, multicultural environment.
3. Demonstrated proficiency with the MS Office 365 suite, including Teams, and business systems such as for travel bookings, purchasing/procurement, expense reconciliation and records management.
4. Exceptional organisational and time management skills, with a demonstrated ability to think proactively, take initiative and escalate issues when required.
5. Sound judgement with an enquiring, analytical approach to solving problems and delivering outcomes.
6. Ability to work independently while also being a willing and active contributor to a small, dedicated, close-knit team.

## **Desirable**

1. Experience with MS Project.
2. Experience working with a team delivering real-world projects in the government or research sector.
3. Exposure to procurement processes and financial reporting.

**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:** 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.

**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

Appointment to this role is subject to provision of a pre-employment background check and may be subject to other security/medical/character clearance requirements.

The successful candidate will undertake a pre-employment background check. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.