# Position Details

## Administrative Services- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Administration Officer |
| Job Reference | 95252 |
| Tenure | Specified Term of 2 years  Part time (22 hours/week) – flexible on hours |
| Salary Range | AU $68,148 - $86,733 per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Black Mountain, ACT |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens Only * Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Senior Executive Advisor, Operations |
| Client Focus – Internal | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Kate Wines via email at kate.wines@csiro.au or phone +61 2 6276 6402 |
| 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).

**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).

### Role Overview

The Admin Officer supports timely, effective and efficient administration of the COO office. The Admin Officer role will provide high-level administration and secretarial support to the Chief Operating Officer and other senior stakeholders. The Officer will work support the work of the Operations leadership team and will proactively work to ensure effective systems of work are established within the office of the COO.

The Admin Officer will, as time permits, also contribute to or provide administrative support to programs/projects as directed by the COO. Depending on the scale these may be completed independently or with a wider team. It is expected that the Admin Officer prioritises commitments, follows through on issues to successful resolution, coordinates timely responses to requests, collects and analyses information, and facilitates the effective operation of the COO’s office. With the Executive Officer, the Admin Officer will contribute to drafting of documents, correspondence and presentations.

The EA role will mostly be supporting the COO Office, however the Operations group is expanding and increasingly responsible for several large programs of work, so assisting in the administration of the wider COO Office and Operations group may be required.

### Duties and Key Result Areas

* Assist in meeting set-up and arrangements including schedules of events, minute taking and preparation of papers and presentations, as required. Assist the COO to ensure they are prepared for events and meetings with notes, briefs and papers as required.
* Arranging meetings and appointments on behalf of the COO or COO Office as required and managing domestic and overseas travel arrangements.
* Ensure effective and timely administration of the COO Office and wider Operations group in accordance with policies and procedures, including reconciliation of the COO’s credit card, filing of email and other correspondence, and maintaining registers/logs (e.g., HSE Donesafe).
* Manage or contribute to administrative projects or issues as necessary, including assisting in set up of new programs, Boards and Steering Committees Chair by the COO), working closely with Directors and the Senior Executive Advisor.
* Draft straightforward responses to incoming correspondence.
* Establish and maintain electronic document management systems in accordance with CSIRO's record management standards.
* May train other staff in the performance of routine activities.
* 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 multi-disciplinary, regionally dispersed 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 and diversity initiatives.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. Relevant certificate/diploma and/or equivalent relevant work experience providing high level administrative support.
2. Excellent interpersonal skills demonstrated by extensive experience establishing and maintaining positive internal and external stakeholder relationships.
3. Demonstrated experience in providing executive assistance to a Senior Manager or an Executive in a fast paced and complex environment.
4. Strong organisational skills with the ability to prioritise demands, proactively resolve and/or escalate matters so they are managed in a timely manner.
5. The ability to work effectively in a team environment by collaborating with internal and external stakeholders, as well as sharing resources to accomplish objectives.
6. Demonstrated proficiency in Microsoft applications including Word, Excel, PowerPoint, Outlook, SAP, and the use of Compass to manage workflow processes and on-line transactions.

## **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

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.
* The successful candidate will be required to obtain and maintain a security clearance at the Baseline level.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) 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