# Position Details

## Administrative Services- CSOF3

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| The following information is for applicants |
| Advertised Job Title | Innovation Program Administrator |
| Job Reference | 92096 |
| Tenure | Specified Term to October 2025 Full-time  |
| Salary Range | AU $68,148 to $86,733 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Brisbane, Sydney, Melbourne, other locations considered |
| Relocation Assistance | Will not be provided |
| Applications are open to | * Australian Citizens Only
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| Position reports to the | Manager, Innovation & Engagement Services |
| Client Focus – Internal | 70% |
| Client Focus – External | 30% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Phoebe Jackson Morison via email at Phoebe.JacksonMorison@csiro.au or phone +61 2 9325 3159 |
| 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 or call 1300 984 220. |

### Role Overview

## Administrative staff in CSIRO provides 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 Innovation & Engagement Services Team manages innovation programs and services that accelerate research to impact. The Innovation Program Administrator supports the team to maximise the value of services provided. This will be achieved through well designed and managed projects, effective stakeholder management and robust contractual and financial management.

### Duties and Key Result Areas:

* Take the primary coordination role for the Team by providing the operational and administrative support for delivery of multiple concurrent programs.
* Support procurement processes, including contract management, for key delivery partner engagements.
* Support project budgeting, track, reconcile and monitor project financials, and process invoices.
* Undertake project reporting, including data capture and generation of regular and ad hoc metrics and deliverables.
* Support project communication for internal and external stakeholders; maintain a schedule of meetings and communication mechanisms to share key project outcomes.
* Provide Team administration, document control and internal content management support.
* Provide operational support for event planning and delivery.
* Act as a producer for virtual workshop sessions, including managing breakout rooms and troubleshooting issues with attendees.
* Be the main contact point for participants of innovation programs, sending group messages, answering queries.
* Upkeep records of the team’s assets and coordinate the replacement of faulty or expired assets.
* Control and manage issues, risks, dependencies and changes in scope, and ensure appropriate escalation management.
* Look for opportunities to generate improved solutions in work situations, trying creative ways to deal with routine problems and opportunities, and exercising initiative when applying established procedures.
* 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, and business unit to carry out tasks in support of CSIRO’s objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

## **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:** Recognise 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.

## **Selection Criteria**

#### Essential

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

1. Previous experience in an administrative role providing proactive support in a fast paced and complex environment.
2. The confidence to operate effectively in situations that lack clarity and to quickly adapt in changing circumstances, in order to achieve objectives.
3. Strong attention to detail and excellent organisational skills, with the appropriate foresight to anticipate and prioritise conflicting demands, and escalate issues as required.
4. Demonstrated ability to work effectively with minimal direction whilst showing initiative.
5. The ability and willingness to generate improved solutions in work situations, trying creative ways to deal with problems and opportunities.

## **Desirable:**

1. Experience in an innovation context (e.g. startup / accelerator / incubator, corporate innovation or research commercialisation).
2. An interest in Science and Innovation in Australia and a genuine passion to see great Australian research translate into real world outcomes.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

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

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!

Find out more about the CSIRO [Innovation & Engagement Services](https://www.csiro.au/en/work-with-us/funding-programs/programs/Innovation-programs)