



Position Details

Administrative Services- CSOF5

THE FOLLOWING INFORMATION IS FOR APPLICANTS

Advertised Job Title	Travel Coordinator, Treasury, Credit Cards and Travel
Job Reference	101880
Tenure	Indefinite Full-time
Salary Range	AU\$118,102 to AU\$127,808 + up to 15.4% superannuation
Location(s)	All locations considered
Relocation Assistance	May be provided to the successful candidate if required
Applications are open to	Australian/New Zealand Citizens and Australian Permanent Residents Only
Position reports to the	Finance Manager, Treasury, Credit Cards and Travel
Client Focus – Internal	50%
Client Focus – External	50%
Number of Direct Reports	1
Enquire about this job	Contact Greg Bailey via email at greg.bailey@csiro.au or phone +612 6276 6087
How to apply	Apply online at https://jobs.csiro.au/ Internal applicants, please apply via Jobs Central If you experience difficulties with your application, please email 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](#).

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](#), Australian science and technology can solve seemingly impossible problems and create new value for all Australians. Visit [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.

CSIRO Finance's objective is to provide reliable, accurate, timely, customer-focused information and relevant strategic insight to support and enable CSIRO's financial sustainability through the effective use of resources.

The Travel Coordinator is responsible for implementing travel-related systems, policies and procedures that enable CSIRO staff to undertake government travel effectively. The occupant is required to manage various stakeholders' requirements i.e. Staff, CSIRO Finance, HSE, and maintain a program that supports the business traveller, aligning with the organisation's Whole of Australian Government arrangements and meeting the expectations of CSIRO and stakeholders.

The position reports to the Finance Manager, Treasury, Credit Cards and Travel, who reports to the Executive Manager, Finance Operations.

Duties and Key Result Areas:

- Develop procedures, policies, and practices for CSIRO that align with the Commonwealth Whole of Australian Government (WoAG) travel arrangements and Commonwealth Procurement Rules.
- Establish systems and policies to ensure employee travel is organised according to CSIRO policy.
- Lead working groups and build connectivity and networks across CSIRO, to ensure the travel team is aware of staff requirements when undertaking official travel.
- Build and maintain strong relationships with CSIRO's external suppliers and drive performance in accordance with commonwealth and CSIRO travel policies.
- Troubleshoot and negotiate travel program issues, develop and implement solutions to achieve successful outcomes suitable for CSIRO and stakeholders.

- Complete executive reporting, highlighting issues and opportunities to increase compliance to achieve value for money outcomes for CSIRO, and in addition, complete regular reports and data analysis to identify and implement improvement opportunities across CSIRO.
- Focus on continuous improvement and manage approved change initiatives.
- Work as an autonomous leader, taking responsibility for team outcomes, carrying out administrative tasks and supporting finance management and executive staff.
- Lead and/or assist with the development of training and communications to increase staff awareness and knowledge.

Other:

- Adhere to the spirit and practice of CSIRO's Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
- Other duties as directed. Key responsibilities may change or evolve to support CSIRO Finance's function in the Enterprise organisational model.

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.

Selection Criteria

Essential

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

1. Demonstrated technical knowledge and/or experience in managing travel and or diverse operational functions for a large organisation.
2. Demonstrated ability to identify and manage operational risks, provide mitigation strategies and where appropriate escalate.
3. Demonstrated ability to identify and analyse complex or ill-defined problems and develop appropriate alternative solutions.
4. Demonstrated ability to work with data and systems, proactive problem identification, and execute appropriate responses to issue resolution.
5. Demonstrated ability to participate in ongoing knowledge transfer across the Treasury, Credit Card and Travel team.
6. Demonstrated ability to provide leadership and direction for others in the team by coaching and supporting staff and fostering open communication and strong collaboration.
7. Proven ability to build strong relationships with internal and external stakeholders to achieve a high level of trust and respect to influence outcomes and communicate findings.

Desirable:

1. Proficiency working with systems and data to obtain relevant reports and analyse information to report on organisation-wide requirements.

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.

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 contact sarah.lyons@csiro.au 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](#), 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](#) and [career development opportunities](#). To learn more, visit [Careers at CSIRO](#).

We celebrate the uniqueness of our workforce and are committed to creating [diverse and inclusive teams](#) 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.

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	• Partnering • Cooperative • Humble

	learn as we strive to be the force for positive change.	
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 well-being of all children and young people involved in our activities and programs. View our [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.