# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants |
| Advertised Job Title | Executive Assistant - Square Kilometre Array Low (SKA-Low) |
| Job Reference | 78615 |
| Tenure | Indefinite Full-time, part-time (minimum 0.6 FTE per fortnight) or job share |
| Salary Range | AU$87k to AU$98k per annum (pro-rata for part-time) plus up to 15.4% superannuation |
| Location(s) | Kensington (Perth) Western Australia |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian or New Zealand Citizens and Australian Permanent Residents  |
| Position reports to the | Project reporting and work direction will set by the SKA-Low Telescope Director, who is employed by the SKAO Observatory. This role will be line managed within CSIRO by the SKA-Low Deputy Telescope Director. |
| Number of Direct Reports | 0 |
| Enquire about this job | Jimi Green, Interim SKA-Low Deputy Director, James.Green@csiro.au; or Sarah Pearce, SKA-Low Telescope Director Sarah.Pearce@skao.int  |
| 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. |

### Background

The Square Kilometre Array Observatory (SKAO) is a next-generation global radio-astronomy facility that will revolutionise our understanding of the Universe and the laws of fundamental physics. It is one observatory with two telescopes – SKA-Low in Western Australia and SKA-Mid in South Africa. Australia is a co-host member of the SKAO, an intergovernmental organisation headquartered at Jodrell Bank (near Manchester in the United Kingdom) responsible for SKAO construction and operation globally.

The first phase of the SKA will consist of two telescopes:

* Australia will host the SKA’s low-frequency telescope (SKA-Low). SKA-Low will comprise up to 131,072 antennas in clusters along spiral arms spanning 65 km at CSIRO’s Murchison Radio-astronomy Observatory (MRO) in Western Australia about 350 km northeast of Geraldton.
* South Africa will host the mid-frequency telescope (SKA-Mid). SKA-Mid will comprise up to 197 dishes spread along spiral arms spanning 150 km.

CSIRO is involved in several facets of the SKA-Low in Australia:

* Operating partner: SKAO will partner with CSIRO to operate the SKA-Low Telescope and support construction.
* Construction: CSIRO has been allocated work in digital processing, infrastructure, and antenna station management and deployment, integration and verification, and software.

CSIRO also operates the MRO which hosts multiple national and international radio astronomy telescopes and is where the SKA-Low Telescope will be located. CSIRO is responsible for land management, subleases, maintaining radio quiet protections, provision of services to the telescopes, and managing the Indigenous Land Use Agreement.

### Role Overview

The Executive Assistant, SKA-Low is a core part of the management team for the SKA-Low telescope in Australia. They will work closely with the Director and Deputy Director of the SKA-Low Telescope, and the SKA-Low Site Constriction Director, to establish and provide administrative support for the team. This will include building strong relationships across the CSIRO and SKAO members of the team, and with staff at SKA HQ in the UK. They will be one of the first employees for the new SKA-Low team in Perth, helping to develop the SKA office and establish a helpful, effective and constructive culture.

### Duties and Key Result Areas:

#### Office Management

* Provide a proactive focal point for the SKA-Low office. Develop and maintain strong and effective relationships with internal and external stakeholders.
* Provide efficient and effective diary management, including arranging meetings and appointments on behalf of the SKA-Low Telescope Director and the SKA-Low Site Construction Director, and manage all domestic and overseas travel arrangements.
* Monitor and prioritise incoming correspondence and calls, exercising judgement and initiative to request, coordinate, manage, and action as appropriate.
* Provide systematic and dependable follow up of tasks and ensure they are handled in a timely fashion.
* Maintain accurate, accessible, and up-to-date office information systems and processes (Outlook, email folders, Outlook contacts, paper files, HP Records files).
* Coordinate the procurement of goods and services as directed.

#### Issues Management

* Provide support to the SKA-Low Telescope Director, SKA-Low Site Construction Director and Deputy Telescope Director on issues and interactions with key stakeholders and external parties.
* Prioritise issues for the SKA-Low Telescope Director, SKA-Low Site Construction Manager and Deputy Telescope Director’s attention and provide briefing notes/reports to facilitate effective action.
* Prepare and review correspondence and reports that deal with complex or sensitive matters.
* Monitor and follow up on issues that need to be drawn to the attention of the SKA-Low Telescope Director, SKA-Low Site Construction Manager and Deputy Telescope Director.

#### Coordination

* Coordinate administrative aspects of establishing the new SKA-Low office in Perth.
* Provide administrative support for the recruitment and onboarding of new staff in Perth and Geraldton.
* Assist in meeting set-up and arrangements including agendas, minute taking and preparation of papers, as required.
* Take a lead role in the organisation of relevant conferences, retreats or other events, helping to establish a friendly and welcoming team.

#### Communication

* Act as the contact point for matters brought to the attention of the SKA-Low Telescope Director, SKA-Low Site Construction Manager and Deputy Telescope Director during their absence.
* Develop and maintain cross-organisational networks to facilitate effective operations.
* Coordinate and assist in the preparation of materials for presentations, including visuals.

#### General

* Adhere to the spirit and practice of SKAO’s values and the CSIRO’s 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. Demonstrated experience providing executive assistance to a Senior Manager or Executive in a fast paced and complex environment.
2. Demonstrated proficiency in Microsoft applications including Word, Excel, Access, PowerPoint, Outlook, Project; and in using applications such as TRIM, SAP, ePublish and SERKO to manage workflow processes and on-line transactions.
3. Demonstrated ability to work effectively in a team environment, proactively collaborating, consulting and sharing resources to accomplish objectives.
4. Exceptional organisational skills, able to prioritise demands, organise tasks and meet deadlines, and escalate issues when required.
5. Outstanding communications skills, including a demonstrated ability to establish effective interpersonal relationships with key internal and external stakeholders.

## **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:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
* **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:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **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.

Special Requirements

The successful candidate will be asked to 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.

## **About CSIRO**

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

## **About SKAO**

SKAO is coordinating a global effort to deliver the largest science facility on the planet. The SKA Observatory will build next-generation radio telescopes that will help to answer key questions in astrophysics, drive technological innovation and support human capital development. Visit [SKA Observatory](https://www.skatelescope.org/) online for more information.

SKAO’s values are:

* Diversity and Inclusion
* Excellence
* Collaboration
* Creativity and Innovation
* Sustainability