# Position Details

## Administrative Services- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Personal Assistant *(Affirmative Measure – Aboriginal and/or Torres Strait Islander)* |
| Job Reference | 74522 |
| Tenure | Indefinite  Full-time |
| Salary Range | AU$64,866 to AU$82,556 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Canberra, ACT |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | People of Australian Aboriginal and/or Torres Strait Islander descent (proof of Aboriginality will be required prior to confirming the appointment). |
| Position reports to the | Program Director, Indigenous Science & Engagement |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Chris Bourke via email at [chris.bourke@csiro.au](mailto:chris.bourke@csiro.au) or phone +61 2 6218 3834 |
| How to apply | Apply online at <https://jobs.csiro.au/>  We request that you provide the following:   * **Resume:** A current copy of your CV/Resume * **Covering Letter:** Outlining your motivations, relevant capabilities and experience in relation to the requirements in the **Position Details** * **Referees –** Please include contact details for at least one cultural and one professional referee.   If you experience difficulties when applying, please email [careers.online@csiro.au](mailto: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 role of the Personal Assistant (PA) is to provide one-on-one support to the Program Director, Indigenous Science & Engagement. Typically, the PA will support the Program Director by offering administrative assistance such as monitoring emails, drafting communications on their behalf, planning and organising meetings and their travel. The PA needs to develop a sound understanding of the business unit, be organised, and know who the key stakeholders are. The PA will be required to provide some administrative assistance to other business unit staff.

### Duties and Key Result Areas:

* Provide efficient and effective diary management, including arranging meetings and appointments on behalf of the Deputy Director, and managing their domestic and overseas travel arrangements.
* Develop and maintain strong and effective relationships with internal and external stakeholders.
* Work proactively as part of an often regionally dispersed team, to carry out administrative tasks and provide personal assistance, under the general direction of senior administrative staff.
* Communicate 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 with colleagues within your team, the business unit and across CSIRO, to reach objectives.
* Provide instruction and assist other staff to complete allocated tasks and activities, as required including reviewing work of less experienced staff.
* Provide instruction on activities pertaining to the immediate work area and responsibilities, as required and provide training to other staff.
* Generate improved solutions in work situations, trying creative ways to deal with problems and opportunities.
* Respond courteously and efficiently to requests for your services, keep clients informed about progress and redirect requests to appropriate staff when required.
* 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**

#### Prerequisite

* Confirmation that you are of Aboriginal or Torres Strait Islander descent and identify as an Australian Aboriginal or Torres Strait Islander person.
* Are accepted as an Australian Aboriginal or Torres Strait Islander person in the community in which you live, or have lived.

#### Essential

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

1. Demonstrated knowledge of, and experience in working, in CSIRO.
2. Relevant tertiary qualification and/or equivalent relevant work experience in business administration.
3. Demonstrated experience in providing secretarial or administrative support to a Senior manager in a fast paced and complex environment.
4. Demonstrated proficiency in Microsoft applications including Word, Excel, PowerPoint, Outlook and in using enterprise wide business systems (for example TRIM, SAP and/or ePublish) to manage workflow processes and on‐line transactions.
5. Demonstrated ability to professionally handle sensitive and confidential information, and use appropriate judgment and discretion.
6. The ability to work effectively in a team, proactively seeking and considering ideas of others whilst positively contributing to the team environment.
7. The ability and willingness to generate improved solutions in work situations, trying creative ways to deal with problems and opportunities.
8. Well-developed interpersonal skills including the ability to establish and maintain relationships with Aboriginal and Torres Strait Islander staff and colleagues, and the ability to communicate sensitively and effectively with Aboriginal and Torres Strait Islander people and community.

## **Desirable:**

1. Knowledge and understanding of Aboriginal and Torres Strait Islander societies, cultures and the issues affecting these cultures in Australian society.
2. Experience in engaging with Aboriginal and Torres Strait Islander communities, including remote, regional and urban communities.

Special 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.

Confirmation of Aboriginality and a cultural referee will be required as part of the documentation process for the preferred candidate.

**Eligibility for affirmative measures positions**

The filling of this vacancy is intended to constitute an affirmative measure under section 8(1) of the Racial Discrimination Act 1975 (Cth).  This vacancy is only available to Aboriginal and/or Torres Strait Islander people.

## **About CSIRO:**

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

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