# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants |
| Advertised Job Title | Executive Assistant – Chief Scientist  |
| Job Reference | 76582 |
| Tenure | Indefinite  |
| Salary Range | AU$85,361 to AU$96,573 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Clayton, VIC |
| 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 Only
* All Candidates
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| Position reports to the | Chief Scientist  |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Janice.Ip@csiro.au |
| 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 Executive Assistant (EA) provides high level administrative and executive support to the Chief Scientist, CSIRO. This role will support the newly appointed Chief Scientist, CSIRO, who is a member of the CSIRO Executive Team and CSIRO Leadership Team. The EA prioritises commitments, follows through on issues to successful resolution, coordinates timely responses to requests, collects and analyses information, is able to prepare reports and facilitates the effective operation of the Chief Scientist’s office.

### Duties and Key Result Areas:

* Provide a proactive focal point for the Chief Scientist’s Office to CSIRO Executive Team & CSIRO Leadership Team and external bodies.
* Develop and maintain strong and effective relationships with internal and external stakeholders.
* Maintain confidentiality and use a high degree of discretion and sensitivity in all interactions.
* Provide efficient and effective diary management, including arranging meetings and appointments on behalf of the Chief Scientist, 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 issues and tasks and ensure they are handled in a timely fashion.
* Assist in meeting set-up and arrangements including schedules of events, minute taking and preparation of papers, as required.
* Draft responses to incoming correspondence.
* Gather information, collate, analyse, and prepare draft reports.
* Maintain accurate, accessible, and up-to-date office information systems and processes (Outlook, email folders, Outlook contacts, paper files, HP Records files).
* 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 across CSIRO, to reach objectives, establishing networks with other teams and professionals in their field.
* 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:** 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.

## **Selection Criteria**

#### Pre-Requisites

1. **Education/Qualifications:** A relevant qualification (e.g. associate diploma, diploma, degree) or successful relevant experience managing a dynamic, fast paced office and providing high level administrative support.
2. **Communication:** The ability to clearly convey information and ideas in written and verbal form and establish and maintain effective interpersonal relationships with internal and external stakeholders.
3. **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment.
4. **Adaptability:** Demonstrated ability to deal with ambiguity and adapt to changing circumstances and new responsibilities. Ability to quickly adapt to technological, structural, and procedural changes whilst maintaining professionalism and flexibility.
5. **Judgement and Problem Solving:** Proven ability to investigate routine problems by utilising sound judgement to identify and consider potential implications to a range of available alternative solutions

#### Essential Criteria

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

1. Significant experience in providing secretarial and administrative support to a senior manager or executive in a fast paced and complex environment.
2. Demonstrated proficiency in Microsoft applications including Word, Excel, PowerPoint, Outlook and in using enterprise wide business systems (for example TRIM, SAP, online travelling booking systems) to manage workflow processes and on‐line transactions.
3. Strong organisational skills, ability to prioritise demands and escalate issues when required.
4. Demonstrated ability to develop and maintain productive relationships with key stakeholder groups.
5. The ability to work effectively in a team environment, proactively collaborating, consulting and sharing resources to accomplish objectives.
6. Demonstrated ability to professionally handle sensitive and confidential information and use appropriate judgment and discretion.
7. Demonstrated ability and willingness to generate improved solutions to complex problems and resolve complaints using creativity, reasoning, and past experience. Demonstrated ability to gather and collate information and prepare draft reports.

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.

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