# Administration Assistant – Ministerial Liaison

|  |  |
| --- | --- |
| Advertised Job Title | Executive Manager, People Central |
| Job Reference | 77738 |
| Tenure | Term of 12 months  Full-time |
| Salary Range | CSOF 3  AU$64,866 to AU$80,937 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Canberra, Black Mountain, ACT |
| Applications are open to | * Australian Citizens Only * Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Manager, Ministerial Liaison Office. |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Laura Methorst via email at Laura.Methorst@csiro.au or phone +61 2 6276 6231 |
| 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](mailto:careers.online@csiro.au) or call 1300 984 220. |

## **Role Overview**

The Ministerial Liaison Office (MLO) and the Government Relations team manage and support CSIRO's relationship with its Minister, its engagement with the Federal Parliament and supports CSIRO’s interactions as a part of the Commonwealth Government.

The role provides support to both of teams in Stakeholder Engagement to ensure that CSIRO fulfils its obligations as a Commonwealth Agency and supports CSIRO’s engagement across the Federal Government and the Parliament.   
This is a busy work environment and there is a need to manage and prioritise multiple tasks with varying levels of complexity and urgency. Work is often done under pressure, especially when parliament is sitting and a track record of being able to deliver on priorities under pressure is essential.

This role reports to the Manager, Ministerial Liaison Office.

## **Duties and Key Results Areas:**

* Provide practical support to members of the Stakeholder Engagement team as required.
* Monitor and follow up on issues and correspondence including Ministerial and Senate Estimates correspondence, ensuring all actions are taken in accordance with timelines and standards required. Escalate to other members of the team as necessary.
* Coordinate internal and external meetings or other events, including booking rooms, resources, travel, transport, equipment and catering.
* Manage administrative arrangements relating to parliamentary engagements including Science for Breakfast, Parliamentary Inquiries, Science Meets Parliament, and meetings with parliamentarians.
* Maintain electronic document management systems in accordance with CSIRO’s record management standards for the Stakeholder Engagement team.
* Maintain CSIRO’s engagement register to capture organisational interactions with members of Parliament.
* Support the Executive Manager and Managers of Government Relations and Ministerial Liaison with administrative tasks, coordination and other duties as required.
* Promote a strong safety culture through active management of HSE performance.

## **Required Competencies:**

* **Teamwork and Collaboration:** Creates and fosters an environment in which there is a high level of cooperation within and between teams. Facilitates positive team relationships to build organisational interaction across CSIRO.
* **Influence and Communication:** Uses complex influencing strategies, for example, assembling strategic coalitions, building behind the scenes support and the tactical use of information to gain support.
* **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency and understanding through integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
* **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
* **Independence:** Commits significant resources in the face of uncertainty and takes calculated risks to improve performance and achieve challenging goals. Uses personal energy to drive change strategies. Formulates and implements contingency plans to minimise the impact of potential risks. Accepts personal responsibility for the outcomes of decisions/risks taken.
* **Adaptability:**Is flexible in response to external change or when faced with external constraints. Identifies and promotes the opportunities arising as a result of change.

### Pre-requisites

* **Behaviours:**  A history of demonstrated professional and respectful behaviours and attitudes in a collaborative environment.
* **Special Requirements:** The role requires the ability to hold and maintain an Australian Government Security clearance.

### Essential Criteria

1. Well developed interpersonal and communication skills reflected through: collaborative, team player, ability to work effectively across staff at all levels, flexibility, adaptability, with a positive outlook and strong work ethic, exercising good judgement, tact, diplomacy and confidentiality when required.
2. Demonstrated proficiency in Microsoft Office applications including Word, Excel, Access, PowerPoint, Outlook, Project; and in using TRIM and SAP, as well as the ability to learn other systems quickly.
3. Proven ability to demonstrate initiative, actively contribute as a team member and share relevant and useful information. This includes the ability to recognise and seek to resolve problems as they arise and accept personal responsibility for doing the job well. Ability to work with minimal direction, show initiative and adaptability when managing competing demands.
4. A high degree of judgement and discretion.
5. Strong team player with the demonstrated ability to work as part of a multi-disciplinary team operating in a dynamic environment.
6. Ability to exercise judgement when urgent matters require escalation for immediate attention and provide professional and personal ethical standards of the highest quality, with an emphasis on confidentiality.

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/)!