# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Executive Support Team Leader |
| Job Reference | 79455 |
| Tenure | Specified Term – 24 months  Full time |
| Salary Range | AU$87,068 to AU $98,504 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Location negotiable where there is a significant Data61 presence - Sydney, Canberra, Melbourne, or Brisbane |
| Relocation Assistance | Will 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 | Executive Officer |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 7 |
| Enquire about this job | Contact Elle Shepherd via email [elle.shepherd@data61.csiro.au](mailto:elle.shepherd@data61.csiro.au) or phone +61 3 9545 2071 |
| 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

CSIRO’s Data61 is the digital technologies and data science arm of Australia’s national science agency. With around 400 staff and another 300 affiliate staff, Data61 represents one of the largest collections of R&D expertise in artificial intelligence, data science, cybersecurity, robotics, and software engineering in the world. With a focus on impact-driven science and technology, Data61 works across disciplines and industry sectors to solve some of the world’s greatest challenges through digital R&D.

The newly created Executive Support Team Leader will oversee Data61’s team of highly-skilled Program and Executive Assistants in their day-to-day work supporting leaders at all levels across the Business Unit. Working closely with the Executive Officer and Executive Manager, the role will be responsible for building a high-performance team culture, guiding professional development and skills adoption, facilitating information sharing and identifying and implementing business improvement opportunities to ensure high quality work.

In addition to leading the Executive Support Team, the role will provide support to the Executive Officer, assisting with the coordination of requests and projects across the Business Unit, including preparation of reports and other materials, and provision of secretariat and professional support and advice to leaders.

### Duties and Key Result Areas:

* Provide leadership to establish a diverse executive/program support team, ensuring consistent best practices, tools and resources are adopted by all team members.
* Take responsibility for managing staff performance and career development in consultation with the Executive Officer and Executive Manager Business Operations.
* Under general supervision undertake a range of administrative tasks and contribute to Business Unit and change projects, including identifying and implementing business improvement activities.
* Assist the Executive Officer with strategic planning and reporting, preparing responses to requests and providing secretariat support.
* Communicate openly, 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 as part of a multi-disciplinary, regionally dispersed team, and business unit to carry out tasks in support of CSIRO’s objectives.
* Adhere to the spirit and practice of CSIRO's Code of Conduct, Health, Safety and Environment procedures and Diversity initiatives.
* 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**

#### Essential

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

1. Experience in leading effective and efficient work teams and managing performance and resources to achieve objectives.
2. Demonstrated experience in providing executive support to leaders in a fast paced and complex environment.
3. Demonstrated proficiency in Microsoft applications and systems to manage workflow processes and transactions.
4. Highly developed interpersonal skills and a collaborative working style.
5. Strong organisational skills with the ability to prioritise demands, and escalate issues when required.
6. Ability to quickly adapt and lead others through technological, structural and procedural changes, maintaining professionalism and flexibility.

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.

## **About CSIRO:**

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