# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Project Improvement Advisor |
| Job Reference | 79945 |
| Tenure | Specified Term of 12months  Full-time |
| Salary Range | AU$87,068 to AU$98,504 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Any CSIRO location considered |
| 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 | Project Improvements Co-ordinator |
| Client Focus – Internal | 0% |
| Client Focus – External | 100% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Felicity Morrall via email at [Careers.Online@csiro.au](mailto:Careers.Online@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](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.

This role will be part of the team that will provide high level specialised Project support to the In-business Finance team, as well as providing Project management services for the Finance Transformation Projects.

**Project support**

* Being the MS Dynamic Specialist and providing Technical advice for Complex Projects back to other Finance Staff
* Dashboard and bespoke report creation in MS Dynamics and SAP Analytics Cloud (SAC).
* Assist with Business Restructures
* Contribute to a Business Improvement environment by identifying opportunities for improving processes and systems; and following up with the relevant area/function
* Enterprise reporting
* Sharing of best practice
* Project Assurance and exception reporting.

**Finance Transformation Projects Support**

* Provide Project Management, Co-ordination, governance and reporting support to all Finance Transformation Projects
* Be the key contact for driving a project forward and managing stakeholder
* Coordinate and monitor projects through the entire project lifecycle
* Business Analyst services
  + Gathering, validating and documenting business requirements
  + Modelling Business processes and identifying opportunities for process improvements
* Report and escalate issues when necessary
  + Tracking project and providing regular reports on project status to the projects co-ordinator and key stakeholders.

### Duties and Key Result Areas:

* Liaise and collaborate with stakeholders to determine needs and tailor solutions.
* Provide technical advice to other Finance staff, Project Leaders & Program Directors as required, in the project establishment, ongoing management and closure as required. This is particularly relevant in large complex projects where additional support and advice is required by finance staff.
* Identifies system related issues, and work with the Finance Systems team to find solutions.
* Proposes system improvement and liaise with the Finance Systems and IM&T team to ensure these are captured in a consistent way.
* Co-ordinates and participate in business restructures and user acceptance testing for system change.
* Provide Support to the internal Finance Transformation Projects
* Prepare the necessary Project Governance and Reporting for those Project you are assigned to and escalate issues as necessary
* Participate in the Project team to which you are assigned to ensure you are across all workings of the project.
* Establish networks with other Finance Staff to ensure that the service provided continues to add value.
* 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, often regionally dispersed research team, and business unit to carry out tasks in support of CSIRO’s scientific objectives.
* Under general direction provide a support service for the Finance Transformation projects, and actively participate in the planning, monitoring and reporting of these projects. While frequently encountering ambiguity and showing initiative in interpreting policies and procedures.
* 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**

#### Essential

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

1. A tertiary qualification in accounting or finance or relevant work experience in a financial environment.
2. Relevance experience in Project Management, Co-ordination, governance and reporting.
3. Ability to extract and report on information using MS office products. Including High level MS Excel skills including pivot tables and ability to transform to a professional report format for higher level analysis
4. Experience with SAP or similar accounting systems, and MS Dynamics.
5. Ability to participate in ongoing knowledge transfer across the Finance team. Provide support and direction for others in the team by fostering open communication and strong collaboration
6. Flexibility and agility to contribute to multiple teams, managing multiple priorities, and supporting various staff needs.
7. Ability to identify and analyse complex or ill-defined problems and develop appropriate alternative solutions and accurately communicate findings and outcomes to stakeholders through strong written and verbal communication skills.
8. Ability to build strong relationships with stakeholders to achieve a high level of trust and respect to influence outcomes and communicate findings

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/)! 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