# Position Details

## Administrative Services- CSOF3

|  |
| --- |
| The following information is for applicants |
| Advertised Job Title | Systems Support Officer – Intellectual Property |
| Job Reference | 72205 |
| Tenure | Indefinite |
| Salary Range | AU$63,594 to AU$80,937 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Clayton, VIC preferred – other locations negotiable |
| 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
 |
| Position reports to the | Executive Manager, Intellectual Property |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Liz Eadie via email at liz.eadie@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 role of the Systems Support Officer- Intellectual Property in CSIRO will provide administrative support which has a strong focus on IT systems. The Systems Support Officer will assist in reporting Intellectual Property information, developing electronic Intellectual Property capture and workflow processes, creating user interphases, linking CSIRO information systems and administrative support to the Intellectual Property team at CSIRO.

### Duties and Key Result Areas:

* Work collaboratively with the Intellectual Property Executive Manager and the wider Intellectual Property Team in developing customized reports and datasets from the Intellectual Property Database to enhance Intellectual Property transparency across the organization.
* Work proactively as part of a regionally dispersed team to develop electronic processes for capturing and managing novel inventions, trademarks, and software modules.
* Creating user interphases to provide access to specific Intellectual Property information.
* Auditing and maintaining data integrity of the IP database
* Liaising with CSIRO Commercial and BD&G staff in linking Intellectual Property information to existing data capture systems.
* Author and maintain the Intellectual Property information on the CSIRO intranet, including Intellectual Property registers.
* Maintain Intellectual Property collaboration pages including on Teams, Confluence and SharePoint.
* Work collaboratively within your team, the Business Development and Commercial function and across CSIRO, to reach objectives and complete data driven projects.
* Communicate effectively with all staff, clients, and suppliers in the interests of good business practice, collaboration, and enhancement of CSIRO’s reputation.
* Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm 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**

#### Essential

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

1. Recently completed Software Engineering degree or minimum 2 yearsrelevant work experience with using and developing SQL database queries and Microsoft SQL Report Builder.
2. Proficient level of technical skills in MS Office.
3. Demonstrated ability to generate improved workflow solutions.
4. Highly developed communication skills, both oral and written, with the ability to liaise with all staff and stakeholders.
5. Demonstrated ability to successfully handle multiple tasks simultaneously, prioritise competing demands and maintain a flexible approach in a fast-paced environment.
6. Demonstrated ability to work in a team environment.

## **Desirable:**

1. Experience across ‘Full Stack’
2. Experience using RESTful APIs
3. Experience with Microsoft Dynamics and SAP Proficient level of technical skills in Teams, Confluence and SharePoint.
4. Intranet authoring experience with knowledge of Sitecore
5. Demonstrated experience in providing administrative support at a managerial level
6. Experience in Intellectual Property processes, systems, and databases

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/)!

**Our Values:**

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