# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Executive Assistant – Governance |
| Job Reference | 74526 |
| Tenure | Indefinite |
| Salary Range | AU$85,361 to AU$96,573 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Canberra, ACT |
| 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 | Director – Governance |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Lyn Murphy via email [lyn.murphy@csiro.au](mailto:lyn.murphy@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.

The Executive Assistant supporting the Director, Governance plays a proactive role in the smooth running of the Governance Team. In addition to providing high-level administrative support, project support and diary management, the role is also a contact point for matters arising across the team. The position involves supporting the General Counsel/Board Secretary and actively contributing and sharing knowledge across the broader Commercial and Governance Administration Support team to deliver best practice outcomes.

### Duties and Key Result Areas:

* The Executive Assistant will provide administrative assistance and project support in the key result areas listed below to support the Governance team in the development and implementation of CSIRO's governance, compliance, and enterprise legal.
* Provide administrative support to the Governance team including prepare correspondence, communication briefings, presentations, official records, and reports adapting content to meet the level of the audience.
* Oversee the internal Procurement process and maintain records for consultants and contractors appointed for the Commercial Group.
* Ensure CSIRO records are maintained in compliance with prescribed policy, procedures and standards using the HP records management database.
* Co-ordinate and manage major events for the Governance Group (e.g. large meetings for the group).
* Actively contribute to the success of maintaining and managing the Director's office including;
* Provide high level diary management in scheduling appointments/meetings involving discretion in determining and prioritising commitments, interstate and international travel.
* Act as a communication focal point for interaction between the Director and the CSIRO community, collaborating with other teams in driving the follow up of actions and reporting on progress.
* Be a contact point for staff regarding matters that may arise in the Director's absence using your judgement to determine when the Director should be kept abreast of significant issues arising from such contact.
* Co-ordinate requests for the Director's approval.
* Provide a contact point for matters related to the exercising of the Director's delegation and make sound judgement regarding the clearance of documents.
* Reconciliation of the Director's credit card expenses, accounts and payment and processing.
* Demonstrate ability to use initiative and judgement and maintain strict confidentiality.
* Work independently with limited direction demonstrating a high level of initiative.
* Utilise effective interpersonal skills with the ability to offer superior client service to both CSIRO staff and external stakeholders at all levels.
* Demonstrate attention to detail and commitment to accuracy and quality service delivery.
* Maintain strong organisational and excellent time management skills with proactive follow up.
* Maintain superior written and oral communication skills.
* Display strong commitment to team-based processes and outcomes.
* 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. 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 experience*.*

**Desirable:**

1. The successful candidate will preferably live and work in Canberra.
2. The successful candidate will have at least 7 years-experience working in a high pressure government environment.

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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