# Position Details

## Administrative Services – CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Administration Support Officer |
| Job Reference | 77680 |
| Tenure | Specified Term 3 years  Full time |
| Salary Range | AU$66,163 to AU$84,207 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Black Mountain, 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 | L&W Research Operations Manager |
| Client Focus – Internal | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Keith Fernandez via email at [Keith.Fernandez@csiro.au](mailto:Keith.Fernandez@csiro.au) or phone +61 8 8303 8415 |
| 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 coordination 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.

## CSIRO Land & Water (L&W) works across the domains of land, water, ecosystems and communities to deliver outcome-focussed biophysical and socio-economic research. With partners, we deliver innovative solutions to the complex challenges that arise from the demands and impacts of human activities on the environment. Our research also tackles the increasing pressure facing our natural and built environments from the combined effects of climate change, natural disasters and other disruptions, and we support government, industry & community in developing science to build environmental and social resilience.

The Administration Support Officer is a key operational support role within the Land & Water Operations team. The role assists L&W operations across one of the largest sites, the Black Mountain site, which involves supporting L&W activities within several committees such as the Building Management Committees, supporting lab operations including management of ongoing compliance and health & safety issues, and providing administrative support with general business unit operations.

### Duties and Key Result Areas:

* Under general supervision undertake a range of administrative tasks frequently under specific instruction, in accordance with established procedures and using skills developed through experience and/or training.
* Monitoring and following up on local issues that need to be drawn to the Research Operations Manager’s (ROM) attention.
* Assisting the ROM to manage L&W site budgets and cost centres.
* Supporting the cultural values that are required for large scale collaboration and providing administrative support when required.
* Assisting in organising cross business unit site-wide activities.
* Working with the respective building management committees at Black Mountain to ensure appropriate accommodation for L&W staff.
* Coordinating accommodation moves and changes of L&W staff.
* Working with technical staff, CBIS and HSE to ensure safe and effective facilities are provided including L&W safety systems (e.g., gas monitors).
* Checking and verifying invoices for shared supplies (e.g., bulk gases, stationery).
* Respond courteously and efficiently to requests for your services, keep clients informed about progress and redirect requests to appropriate staff when required.
* Provide basic instruction and assistance to staff for the purpose of maintaining accuracy and compliance with policy and procedures, relevant to the immediate work area and responsibilities, as required.
* Look for opportunities to generate improved solutions in work situations, trying creative ways to deal with routine problems and opportunities, and exercising initiative when applying established procedures.
* 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.
* 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.

*Please note that amidst the current restrictions due to COVID-19 pandemic, the duties of this role are required to be performed remotely from home providing virtual support, and may involve developing contingency plans and adapting to rapidly changing rules and conditions.*

## **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. Relevant experience in coordinating and providing administrative support.
2. Strong administrative, organisational and interpersonal skills.
3. Well-developed problem-solving skills with an ability to work through complex issues to resolution.
4. Ability to manage workloads and priorities within tight deadlines and meet operational targets.
5. Good oral and written communication skills.
6. Ability to implement effective office processes and systems.

## **Desirable:**

1. Experience with information and communication technology, including products such as; SAP and/or O2D.
2. Experience in facilities coordination, office management or related operations support role.

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:

* 1. People First
  2. Further Together
  3. Making it Real
  4. Trusted

Find out more about CSIRO [Land and Water](https://www.csiro.au/en/Research/LWF)