# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Executive Officer – National Collections and Marine Infrastructure (NCMI) |
| Job Reference | 77621 |
| Tenure | Specified term ending 30 June 2025, full-time |
| Salary Range | AU$115k – AU$135k per annum, plus up to 15.4% superannuation |
| Location(s) | Hobart (TAS) or Canberra (ACT) preferred  (other locations may be considered) |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian or New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Director, National Collections and Marine Infrastructure |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | [Belinda.Hogarth-Boyd@csiro.au](mailto:Belinda.Hogarth-Boyd@csiro.au) or 02 6246 5183 |
| 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

### The National Collections and Marine Infrastructure (NCMI) Business Unit includes the Marine National Facility (MNF), the National Research Collections Australia (NRCA), the Atlas of Living Australia (ALA), the Engineering and Technology program (E&T), and the Environomics Future Science Platform (FSP).

### The Executive Officer provides high level support in the management and administration of the business unit and is responsible for supporting efficient and effective operations in delivery of CSIRO’s strategy. Key responsibilities include the provision of advice and support on complex issues, prioritisation and coordination of planning activities across the Business Unit, undertaking specific projects, conducting analyses and research, and formulating and preparing a range of strategic communications and outputs. It requires an understanding of and experience in a broad range of scientific, political, market, strategic planning, business development and management issues relevant to CSIRO and the NCMI Business Unit. It will involve contact with senior management across the organisation and with business leaders outside CSIRO. The Executive Officer is a critical member of, and provides support to, the NCMI Leadership Team.

### Duties and Key Result Areas:

**Leadership Capability**

* Work as an autonomous team member within a dispersed team, providing leadership to ensure effective team performance, carrying out administrative tasks and providing executive support to assist senior and executive, scientific and general management.
* Proactively develop and maintain relationships within leadership team, CSIRO and externally to support strategy.
* Influence the Business Unit’s strategic decisions and align the goals of their function with the broader Business Unit goals, and contribute to and influence organisational policy.

**Issues Management**

* Provide high level support and advice to the Business Unit Director and Science Director on issues and interactions with key stakeholders and external parties.
* Prioritise Business Unit issues for the Business Unit Director and Science Director’s attention and provide briefing notes/reports to facilitate effective action.
* Prepare and review correspondence, presentations and reports that deal with complex or sensitive matters, maintaining confidentiality as required.
* Identify emerging and unforeseen issues requiring Business Unit Director intervention and develop appropriate responses with other leaders within the Business Unit or Leadership Team.

**Coordination**

* Coordinate internal and external reviews, responses to information requests, and reporting requirements.
* Project manage sensitive or complex Business Unit activities.
* Plan and coordinate key Business Unit leadership meetings, conferences or other events.

**Compliance**

* Coordinate Business Unit compliance with CSIRO processes and governance requirements, and other applicable legislative requirements.
* Provide oversight of the Business Unit risk management framework.

**Planning**

* Coordinate the preparation of strategic Business Unit plans.

**Communication**

* Coordinate effective communication within and about Business Unit matters between Business Unit leadership team members.
* Develop and maintain cross-organisational networks to facilitate effective Business Unit operations.
* Work collaboratively as part of a multi-disciplinary, regionally dispersed team and business unit to carry out tasks in support of CSIRO’s scientific objectives.
* Liaise internally and externally with a range of stakeholders.
* Prepare and coordinate ministerial correspondence and briefings.

**Project Management**

* Lead, plan and deliver specific project initiatives.

**HSE**

* Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.

Any other duties within the scope of this position that may arise from time-to-time, for which the incumbent holds the skills and abilities to perform.

## **Selection Criteria**

#### Essential

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

1. Relevant tertiary qualification or equivalent management/leadership experience in the relevant science domain.
2. Demonstrated ability to collaborate widely both internally and externally and provide guidance to managers and staff.
3. Demonstrated ability to appropriately manage sensitive and/or confidential information.
4. Demonstrated experience working with multi-disciplinary teams including leadership in coordinating diverse groups of professionals to deliver results, preferably in a research environment.
5. Excellent written and verbal communication skills with a high level of literacy and editing skills.
6. Very strong analytical skills with a proven ability to investigate underlying issues of complex and ill-defined problems and develop appropriate responses through abstract thinking and using creative solutions.
7. Demonstrated ability to manage competing complex demands; establish or renegotiate priorities; organise or re-assign tasks and meet deadlines.
8. Extensive experience in successful project management, including planning, engagement, monitoring and reporting to meet or exceed specified outcomes and timeframes.

## **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:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas.
* **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
* **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
* **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

Special Requirements

The successful candidate will be asked to obtain and provide evidence of a National Police Clearance or equivalent. Please note that individuals 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 at [CSIRO Online](http://www.csiro.au/)!

Find out more about CSIRO [National Collections and Marine Infrastructure](https://www.csiro.au/en/about/people/business-units/ncmi)

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