# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Project Officer |
| Job Reference | 81070 |
| Tenure | Indefinite  Full-time |
| Salary Range | AU$87,068 to AU$98,504 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Sydney, Melbourne, Adelaide, Brisbane, Canberra, Hobart |
| 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 | Executive Manager, Culture, Diversity & Inclusion |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Adam Gibson via email at adam.gibson@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 Project Officer, based in CSIRO’s People team, will report into the Executive Manager, Organisational Development and will be responsible for the successful delivery and execution of projects/initiatives across the Culture, Diversity and Inclusion portfolios. The role will also include producing reports and insights that ensure portfolios are integrated and aligned.

### Duties and Key Result Areas:

* Under general direction provide support in the delivery of programs and initiatives across the Culture, Diversity and Inclusion portfolio
* Partner with stakeholders to ensure that our work is integrated across the portfolio
* Communicate openly, effectively, and respectfully with all People, customers, and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation
* Coordinate the planning of deliverables in-line with requirements and accept responsibility for scheduling and completion of related work.
* Support the delivery of reporting, communication and coordination activities across the function.
* Establish networks across CSIRO and externally to ensure that the delivery of services is current and connected to market trends.
* Support the development and review of policies, procedures, systems and make recommendations to guide management decisions about Culture, Diversity, and Inclusion.
* Complete project management activities including budget oversight, monitoring and evaluation to ensure the Executive Manager is aware of any issues or risks across the portfolio.
* Support the Executive Manager with the introduction of new and novel ideas to integrate new perspectives/directions in order to address long-standing organisation-wide problems.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Work collaboratively across the Culture, Diversity, and Inclusion team to deliver initiatives
* 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. Relevant qualification in Business Management, Human Resource Management, Organisational Development, Organisational Psychology or other relevant discipline or equivalent experience.
2. 3 to 5 years’ relevant demonstrated experience in the supporting project execution and/or projects/initiatives across the people lifecycle.​
3. Excellent verbal and written communication skills with a wide variety of stakeholders with varying levels of seniority.​​
4. Demonstrated experience contributing to the implementation of organisational change evidenced by business impact, in alignment with the strategic direction of the organisation. ​​
5. Demonstrated track record of contributing to an integrated program of work, encountering frequent ambiguity and constantly changing environments. ​​
6. Strong interpersonal skills exemplified by experience establishing and maintaining strong partnerships. Ability to engage with internal and external stakeholders at all levels ​
7. A record of innovation and creativity plus the ability and willingness to incorporate and/or promote the inclusion of novel ideas and approaches into the organisation.​​
8. Demonstrated professional and respectful behaviours and attitudes in a collaborative 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.

## **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