# Position Details

## Administrative Services- CSOF6

|  |
| --- |
| The following information is for applicants |
| Advertised Job Title | Executive Officer – Space and Astronomy |
| Job Reference | 91271 |
| Tenure | Indefinite - Full-time or Part-time job-share arrangement |
| Salary Range | AU$121k to AU$142k pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Marsfield (Sydney) NSW |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens only |
| Position reports to the | Director, Space and Astronomy |
| Client Focus – Internal | 60% |
| Client Focus – External | 40% |
| Number of Direct Reports | 0 |
| Enquire about this job | Helena Hink via email Helena.Hink@csiro.au *(after 3 January, 2023)* |
| 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. |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

### Role Overview

The Executive Officer provides high level support in the management and administration of the office of the Director and is responsible for supporting the efficient and effective operations of the Business Unit. Key responsibilities include the provision of advice and support on complex issues, coordination of planning activities, undertaking specific projects, conducting analyses and research, and formulating and preparing a range of strategic communications. The Executive Officer provides support to the Space and Astronomy (S&A) Executive.

### Duties and Key Result Areas

**Issues Management:**

* Provide high level support and advice to the Director on issues and interactions with key stakeholders and external parties.
* Prioritise issues for the 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.
* Identify emerging and unforeseen issues requiring Director intervention and develop appropriate responses.

**Coordination and Planning:**

* Coordinate internal and external reviews, responses to information requests, and reporting requirements.
* Project manage sensitive or complex BU activities.
* Plan and coordinate key leadership meetings, conferences or other events.
* Secretariat for the S&A Executive and the Australia Telescope National Facility Steering Committee.
* Work with the Chief Operating Officer on the preparation of strategic and operational S&A plans.

**Compliance:**

* Coordinate S&A compliance with CSIRO processes and governance requirements, and other applicable legislative requirements.

**Communication:**

* Work in partnership with the Executive Assistant to monitor and manage the Director’s inbox.
* Oversee the production of the ATNF annual report and S&A fortnightly newsletter.
* Coordinate effective communication within S&A and other parts of CSIRO.
* Develop and maintain cross-organisational networks to facilitate effective BU operations.

**Projects:**

* Complete projects as required for the Director.

**Working in CSIRO:**

* 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.

## **Selection Criteria**

#### Essential

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

1. A relevant tertiary qualification or equivalent management experience in an area relevant to the role.
2. A confident and pro-active approach with the ability to work effectively in a dynamic executive team environment, collaborate widely, and where appropriate, act as a link between key parties or initiatives.
3. Excellent written communication skills, showing evidence of ability to independently formulate and prepare a wide range of strategic and government communications, including complex reports, analyses, plans and briefings.
4. Very strong analytical skills with a proven ability to investigate underlying issues of complex and ill-defined problems and develop appropriate responses.
5. Excellent time management, prioritisation and negotiation skills with a demonstrated ability to effectively adapt in ambiguous, urgent and/or complex situations.

## **Desirable**

1. Strong knowledge of culture, procedures and processes within the environment of a government agency.
2. A practical understanding of Astronomy and Space communities.

## **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 required to obtain and maintain a security clearance at the Baseline level.

To be eligible for this role, candidates must be able and willing to undertake occasional domestic travel (~ 2-3 trips per year).

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [Space and Astronomy](https://www.csiro.au/en/about/people/business-units/Space-and-Astronomy) for more information.

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