



## Position Details

### Administrative Services- CSOF3

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
<b>Advertised Job Title</b>	Administration Officer
<b>Job Reference</b>	90449
<b>Tenure</b>	Indefinite
<b>Salary Range</b>	AU \$68,148 to AU \$86,733 pa(pro-rata for part-time) + up to 15.4% superannuation
<b>Location(s)</b>	Brisbane (QLD) or Canberra (ACT) preferred
<b>Relocation Assistance</b>	Will be provided to the successful candidate if required
<b>Applications are open to</b>	Australian/ New Zealand Citizens and Australian Permanent Residents only
<b>Position reports to the</b>	Deputy Director - Science, Agriculture and Food
<b>Client Focus – Internal</b>	100%
<b>Client Focus – External</b>	0%
<b>Number of Direct Reports</b>	0
<b>Enquire about this job</b>	Contact Jen Taylor via email at: <a href="mailto:jen.taylor@csiro.au">jen.taylor@csiro.au</a>
<b>How to apply</b>	Apply online at <a href="https://jobs.csiro.au/">https://jobs.csiro.au/</a> Internal applicants please apply via <b>Jobs Central</b> If you experience difficulties when applying, please email <a href="mailto:careers.online@csiro.au">careers.online@csiro.au</a> 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](#).

## **Role Overview**

The Administration Officer provides administrative services to support the effective provision of research and development activities supporting 2 Deputy Directors in Agriculture and Food. This involves the development, implementation and administration of policies, systems and procedures that assist the organisation and the business unit to achieve their objectives and meet Government and regulatory responsibilities.

The Administration Officer will also work with the Agriculture and Food Business Unit's Administration Officer (AO) team supporting programs and operations to ensure the smooth and effective running of the Business Unit (BU).

## **Duties and Key Result Areas:**

### **Provide administrative support to the BU's Deputy Directors which includes:**

- Providing practical support to the Deputy Directors on dealing with issues and interactions with key stakeholders and external parties.
- Ensuring prioritised issues for the Deputy Director's attention are effectively managed in a timely manner.
- Preparing and reviewing correspondence and reports that deal with routine matters including A&F newsletter input.
- Preparing meeting agendas, minutes and initiating follow-up action.
- Managing or contributing to administrative projects or issues as necessary (e.g. Research Office opportunities, Science Council requests)
- Assisting with or coordinating domestic and international travel arrangements for the Deputy Directors.

### **Support the A&F BU Leadership Team which includes:**

- Developing and maintaining functional networks to facilitate effective A&F operations.
- Supporting the Executive Officer with LT and BU activities (e.g. A&F Advisory Group meeting logistics, LT planning, Research Investment Committee agendas, international exchange programs, policy compliance, maintaining the master A&F BU organisation/program line management charts and timelines)
- 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.

## 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. Demonstrated extensive experience in providing secretarial or administrative support to a line manager and/or team in a fast paced and complex environment.
2. Demonstrated ability to clearly convey information, ideas and establish effective interpersonal relationships with a wide variety of people.
3. Strong organisational skills with the ability to prioritise demands and escalate issues when required.
4. Ability to work with minimal direction, show initiative and adaptability and the ability to professionally handle sensitive and confidential information, using appropriate judgment and discretion.
5. Ability to quickly adapt to technological, structural and procedural changes and maintain professionalism and flexibility.

### Desirable:

1. Demonstrated proficiency in Microsoft applications including Word, Excel, Access, PowerPoint, Outlook, and Project; and in using HP Records, SAP, ePublish and AETM to manage workflow processes and on-line transactions.

## Special Requirements

Appointment to this role may be subject to conditions including the 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!](#)

CSIRO is a values-based organisation. We expect our employees to demonstrate behaviours aligned to our values of:

- People First
- Further Together
- Making it Real
- Trusted

Find out more about CSIRO [Agriculture and Food - CSIRO](#)