# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | OCS Project Officer |
| Job Reference | 91036 |
| Tenure | Specified Term of 2 years  Full-time, or 0.8 FTE Part-time 58.8 hours per fortnight |
| Salary Range | AU$89,680 - AU$101,459 per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Clayton, VIC; or Eveleigh, NSW; preferred. Other AU CSIRO Sites may be considered. |
| Relocation Assistance | No relocation fee payable |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Deputy Chief Scientist |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Jill Freyne via email at Jill.Freyne@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. |

**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 Office of the Chief Scientist (OCS) at CSIRO, via the Chief Scientist, is responsible for maintaining CSIRO research quality, integrity and standards. The office leads CSIRO in prioritising science to deliver the greatest impact.

The project portfolio of the OCS includes initiatives that  
- build CSIRO’s reputation and trust both nationally and internationally  
- ensure the delivery of real world science impact with the best research partners  
- support strategic capability and capacity building   
- support best practice in research design and conduct  
- address the gaps in the translation/commercialisation of research and technology

The Office of the Chief Scientist is expanding and we are recruiting a number of exciting roles.

The OCS Executive / Project Officer is self motivated, adaptive and responsible for supporting senior leaders with project planning and delivery. This will include a range of interesting tasks, from liaison and consultation with primarily internal stakeholders to share and collect project information, to analysis and synthesis of project outputs, whilst supporting administration and scheduling of project activities and senior leader involvement as well as some general administration and support duties.

### Duties and Key Result Areas

* Primary contact for assigned OCS projects, maintaining project records and managing dissemination, collection and management of project data.
* Plan, schedule and arrange OCS project consultation, workshops, meetings and other activities, including diary planning for senior leaders, to progress project objectives.
* Analyse and synthesise project data, considering feedback from consultation, to draft project outputs and reports for senior stakeholder review and sign-off.
* Maintain OCS senior leaders and other team members updated on the progress of project delivery and share assessment of outcomes and implications for other OCS projects and achievement of OCS objectives.
* Establish networks with other professionals in the field to facilitate progress of OCS project objectives and ensure that the service provided continues to add value.
* 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, regionally dispersed team to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy, 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. Appreciation of the purpose of research and its benefits for the nation.
2. Relevant work experience in defining, planning and scheduling of project activities to achieve project objectives, with a view to achieving stakeholder satisfaction.
3. Relevant work experience in engaging with stakeholders and applying stakeholder feedback to improve project design or delivery.
4. Demonstrated time management and organisational skills with the ability to prioritise demands, and escalate issues as appropriate; establishing priorities for managing multiple tasks and deadlines.
5. Experience using virtual collaboration tools, such as MSTeams and WebEx to work collaboratively as part of a multi-disciplinary, regionally dispersed team to carry out tasks .
6. 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.

## **Desirable**

1. Experience working in a research organisation, particularly publicly funded and purpose-oriented agencies.
2. Experience with project and diary scheduling and comfort with arranging and facilitating group activities, both in person and online

## **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:** Recognises 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.

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 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. Visit [CSIRO Online](http://www.csiro.au/) and <https://www.csiro.au/careers/impossiblewithoutyou> 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