# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants |
| Advertised Job Title | Project Officer, Data61 Student Programs |
| Job Reference | 88861 |
| Tenure | Indefinite Full time |
| Salary Range | AU$85,361 to AU$96,573 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Preferred location is Canberra however this may be negotiated where there is a significant Data61 presence - Sydney, Canberra, Melbourne, or Brisbane  |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | All Candidates |
| Position reports to the | Senior Project Officer |
| Client Focus – Internal | 70% |
| Client Focus – External | 30% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Michael Stothers via michael.stothers@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 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

CSIRO’s Data61 is the digital technologies and data science arm of Australia’s national science agency. With around 400 staff and another 300 affiliate staff through its network of university partners, Data61 represents one of the largest collections of R&D expertise in artificial intelligence, data science, cybersecurity, robotics, and software engineering in the world. With a focus on impact-driven science and technology, Data61 works across disciplines and industry sectors to solve some of the world’s greatest challenges through digital R&D.

The Project Officer, Data61 Student Programs, provides administrative services to support the effective provision of student program activities with undergraduate and postgraduate students and with recent university graduates. The role involves high-level, complex administrative support, effective client and staff communication and liaison with internal and external stakeholders, including graduate research staff within universities, industry partners, students and academics. The Project Officer, Data61 Student Programs, uses strong judgement to prioritise and take action on a variety of tasks including student recruitment and onboarding, student engagement, planning events and activities, scholarship financials, reporting and science support.

### Duties and Key Result Areas:

* Undertake end to end administrative processes with respect to student engagement, recruitment and enrolment, admission/onboarding, coursework activities, milestone and examination processes, in collaboration with industry and university partners.
* Liaise with clients to anticipate their needs, ensure the relevance of the activity and achievement of team objectives, take personal responsibility for guaranteeing client satisfaction, and correct problems promptly and in a constructive manner.
* Under general direction provide a discrete support service, and participate in the planning of activities, frequently encountering ambiguity and showing initiative in interpreting policies and procedures.
* Using discipline expertise develop and review policies, procedures, systems and make recommendations to guide management decisions.
* 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 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.
* Available to work on site and in hybrid working ways
* 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 trade certificate/diploma/bachelor’s degree or equivalent relevant work experience in the university or research sector or related environment.
2. Ability to build strong relationships with stakeholders to achieve a high level of trust and respect to influence outcomes and communicate findings.
3. Demonstrated ability to identify and analyse complex or ill-defined problems and develop and deliver appropriate alternative solutions. Demonstrated ability to ensure data integrity and compliance, proactive problem identification lead and recommend appropriate responses to resolve issues.
4. Flexibility, initiative and agility to manage multiple priorities and support various staff needs.
5. Experience in handling information of a confidential nature.

**About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!

Find out more about CSIRO [Data61](https://www.csiro.au/en/about/people/business-units/Data61)