# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Senior Project Officer, Next Generation Graduates Program |
| Job Reference | 91287 |
| Tenure | Specified term |
| Salary Range | AU$105,806 to AU$114,500 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Location negotiable 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 | Australian/New Zealand Citizens and Australian Permanent Residents only |
| Position reports to the | Manager, Next Generation Graduates Program |
| Client Focus – Internal | 40% |
| Client Focus – External | 60% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Lisa Hutton via email at lisa.hutton@csiro.au or phone +61 457 042 188 |
| 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

The Next Generation Graduates Program will fund national scholarships to attract and train the next generation of artificial intelligence and emerging technology specialists. Through the Program, the Australian Government aims to address top-end talent shortages under two streams – Artificial Intelligence and Emerging Technologies. The Program will work with universities and industry to co-fund scholarships for Australian Qualification Framework (AQF) Levels 8 (Honours) to 10 (Doctoral) using a work-integrated learning approach. Students will participate in industry-led research projects and/or placements to build job-ready skills and provide short-term access to high-end talent for business in addition to completing a formal qualification relevant to AI. Data61 will deliver the Program, in partnership with universities and industry partners.

The Senior Project Officer will be responsible for the development of the Program’s internal and external stakeholder relationship management, administration and KPI reporting.

### Duties and Key Result Areas:

* Undertake end to end administrative processes with respect to student enrolment, admission/onboarding, coursework and engagement activities, milestone and examination processes, in collaboration with university partners, and develop relevant processes and procedures.
* Manage financial aspects of the Program, including provision of scholarship funding to universities.
* Develop and execute coursework components of the Program, in consultation with key staff.
* Manage, work with and store sensitive and confidential information, including but not limited to personal and/or financial information
* Liaise with stakeholders (including industry and university partners) to determine their needs, tailoring solutions to potentially conflicting requirements, taking personal responsibility for client satisfaction, and correcting problems promptly and in a constructive manner.
* Under limited direction, use technical expertise to develop and lead a range of activities/functions relating to the Program, including coursework and engagement activities.
* 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, to carry out tasks in support of the Program’s 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:** 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:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
* **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:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
* **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. A relevant qualification (e.g. degree, postgraduate degree) or successful relevant experience proactively leading a dynamic, fast-paced office and providing high-level administrative management
2. Experience in delivering cohort and industry based HDR programs.
3. Strong communication skills appropriate for a diverse cohort; the ability to clearly convey information and ideas in written and verbal form; and proactively establish and maintain effective interpersonal relationships with internal and external stakeholders
4. Proven ability to investigate complex problems by utilising sound judgement to identify and consider potential implications of a range of available alternative solutions
5. Demonstrated ability to deal with ambiguity and adapt to changing circumstances and new responsibilities. Ability to quickly adapt to technological, structural, and procedural changes whilst maintaining professionalism and flexibility.

## **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 the CSIRO [Data61](https://www.csiro.au/en/about/people/business-units/Data61)