# Position Details

## Research Projects – CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Research Project Support Officer (2 positions) |
| Job Reference | 80730 |
| Tenure | Specified Term of 4 years |
| Salary Range | AU$87,068 to AU$98,504 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Canberra ACT and Melbourne VIC preferred  Other locations may be negotiable |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents * Australian Temporary Residents currently residing in Australia with an existing visa and valid work rights to cover the duration of the specified term (at least until March 2026), without the requirement of sponsorship. |
| Position reports to the | Team Leader |
| Client Focus – Internal | 70% |
| Client Focus – External | 30% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Piumi De Silva via email at [Piumi.Desilva@csiro.au](mailto:Piumi.Desilva@csiro.au) or phone +61 3 9545 2776 |
| 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 area 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 is the national science agency that undertakes research to make life better for Australia and Australians. CSIRO have partnered with the Bureau of Meteorology, Geoscience Australia, and the Australian Bureau of Statistics in creating the newly established Australian Climate Service.

The Australian Climate Service (ACS) was established to address a series of recommendations from the Royal Commission into National Natural Hazard Arrangements, and will be the Commonwealth’s trusted provider of data, information, and knowledge-based services to support improved preparation for, response to and recovery from natural disasters in Australia. It brings together Australia’s leading climate and natural disaster information and expertise in a customer-led and mission-focussed national capability.

The ACS has commenced a major 4-year program of work, in which CSIRO will lead a series of customer-oriented projects. The projects will build national capabilities to:

* Provide Australian national bushfire intelligence, to inform relief, recovery, and longer term disaster risk reduction activities;
* Improve the capture, standardisation and use of disaster impact and consequence data across all elements of the disaster cycle;
* Catalyse and scale-up investment in disaster risk reduction, adaptation, and resilience.

The Research Project Support Officer will support the delivery of these large complex projects. The role will provide administrative and project support functions, working closely with the project manager and providing support to project leads. Activities of the role will include meeting and workshop scheduling and logistics; scheduling, reporting and procurement administration; ethics, privacy and publications administration; supporting communications tasks; external and internal stakeholder administration support; support and administration of surveys and project reporting for monitoring, evaluation, and learning; and other administration tasks as they arise.

The role will be based within CSIRO Land & Water (L&W). Through an integrated systems research approach, CSIRO Land & Water provides the information and technologies required by government, industry, and the Australian and international communities to protect, restore, and manage natural and built environments. The Research Project Support Officer will also have opportunity to work with and support other projects across CSIRO’s Land and Water Business Unit portfolio of activity.

### Duties and Key Result Areas:

This role will work with project leads and business development officers in CSIRO to:

* Work with the project lead(s) and project manager, participate in planning projects and accept responsibility for the scheduling and completion of major parts of projects, including allocating and directing tasks where appropriate.
* Provide support for workshop logistics and organising; digitising analogue information from workshop outputs; managing directories, visual assets and filing systems in accordance with project protocols; help to systematically manage correspondence with complex network of stakeholders.
* Maintain a sound understanding of project needs and provide ongoing advice on how project is tracking to meet client and project team needs.
* Under general direction provide a discrete support service, and participate in the planning of project team activities, frequently encountering ambiguity and showing initiative in interpreting policies and procedures.
* Establish networks with other professionals in the field to ensure that the service provided continues to add value and deliver training on procedural issues or systems developments to clients and team members.
* Use discipline expertise to 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, regionally dispersed research 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 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:** 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. Tertiary degree with subsequent relevant experience, and/or an equivalent combination of relevant experience and/or education/training.
2. Demonstrated high level written communication skills including the ability to prepare clear and concise reports, plans, submissions, and complex correspondence. Proficiency with Word, Excel, PowerPoint, working in MS Teams environment is essential.
3. Well-developed administrative, time management and organisational skills with a proven ability to effectively plan and prioritise tasks with limited direction.
4. Demonstrated interpersonal and client service skills including the ability to collaborate and communicate effectively with team members, and internal and external stakeholders.
5. Well-developed problem-solving skills with demonstrated ability to apply reasoning and a logical approach to the resolution of work issues in a research environment.
6. Experience working on research projects in a science focussed research and development environment.

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 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](http://www.csiro.au/)!

CSIRO is a values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* 1. People First
  2. Further Together
  3. Making it Real
  4. Trusted

Find out more about CSIRO [Land and Water](https://www.csiro.au/en/Research/LWF)