# Position Details

## Administrative Services- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Administration Officer |
| Job Reference | 87129 |
| Tenure | Specified Term of 3 years, Full-time |
| Salary Range | AU$66,163 to AU $84,207 pa + up to 15.4% superannuation |
| Location | Dutton Park, Brisbane |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Research Director, Industry Environments, L&W |
| Client Focus – Internal | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | Nil |
| Enquire about this job | Emma Whatarau (emma.whatarau@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. |

### Role Overview

## Administrative staff in CSIRO provides administrative services to support the effective provision of research and development activities. 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 (AO) role within the Land & Water Business Unit’s AO team provides support to the two FSPs and Safe Waste.

### Duties and Key Result Areas:

* Provide practical support to the two FSPS and Safe Waste in dealing with issues and interactions with key stakeholders and external parties.
* Ensure prioritised issues for the Directors attention are effectively managed
* Monitor and follow up on issues that need to be drawn to the Director’s attention in a timely manner
* Assist the Land and Water Executive Officer or Executive Assistant to coordinate material needed for reviews, reports or to respond to information requests
* Manage or contribute to administrative projects or issues as necessary (e.g. Scholarship program, visiting scientists, publication records)
* Coordinate internal and external meetings or other events, including booking rooms, resources, travel, transport, equipment and catering
* Prepare meeting minutes and initiate follow-up action
* Provide general administrative support for program, group and team activities
* Establish and maintain electronic document management systems in accordance with CSIRO’s record management standards
* Maintain registers related to specific operational requirements relevant to the Land and Water’s operations
* Draft routine responses and correspondence, and monitor follow-up actions
* Develop and maintain functional networks to facilitate effective Land and Water’s operations
* Prepare or assist in the preparation of technical documents and presentation material
* Assist the Directors to manage email, prioritise tasks and meet deadlines
* Resolve conflicting appointments and deadlines
* Assist in or coordinate domestic and International travel arrangements for the Directors and other staff as required
* Acquit travel expenses, reconcile credit card statements, and raise invoices as required
* Maintain office supplies and equipment for the site
* Coordinate HSE matters (e.g. safety contacts) on behalf of the Directors
* 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 working for a Scientific Research Organisation in a similar role.
2. Demonstrated proficiency in Microsoft applications including Word, Excel, Access, PowerPoint, Outlook, Project; and in using HP Records, SAP, ePublish and AETM to manage workflow processes and on‐line transactions.

## **Desirable:**

1. Demonstrated ability to clearly convey information, ideas and establish effective interpersonal relationships with a wide variety of people.
2. Strong organisational skills with the ability to prioritise demands and escalate issues when required.
3. 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.
4. Ability to quickly adapt to technological, structural and procedural changes and maintain professionalism and flexibility.

Special 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/)!

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