# Position Details

## Research Projects- CSOF4

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| The following information is for applicants |
| Advertised Job Title | Projects Administration and Coordination Support |
| Job Reference | 89365 |
| Tenure | Specified Term of 3 years  |
| Salary Range | AU$89,680k - AU$101,459k per annum (pro-rata for part-time)plus up to 15.4% superannuation |
| Location(s) | Black Mountain, ACT preferred |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens, Australian Permanent Residents, Australian Work Permit
 |
| Position reports to the | Team Leader: Basin Pathways Team (tbc) |
| Client Focus – Internal | 70% |
| Client Focus – External | 30% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Dr Jai Vaze via email at Jai.Vaze@csiro.au or phone +61 2 62465871 |
| 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

The role of Research Projects staff in CSIRO is to collaborate in scientific and technological activities with other research staff usually by assisting with detailed planning, undertaking or assisting with experimental, observational or technology development work, and in carrying out the more practical aspects of the work.

This position of Research Projects Coordinator (CSOF4) will provide project coordination support to the project leader in development and management of water and environmental research projects in the Water Security Program of the Environment Business Unit. The position is required to provide project coordination, administration, and project delivery support. The position includes maintaining research partnerships for existing projects, monitoring project progress, coordinating large internal and external workshops and events to foster the building and maintaining of effective teams, contribution to research outcomes and communicating within the project team and with the client as per the instructions from the project leader.

The Research Project Coordinator will support existing science and leadership capability to deliver high-impact external projects such as the Northern Rivers Resilience Initiative (NRRI) Project funded by the National Emergency Management Agency and Sustainable Yields II funded by the Australian Federal Government. They may be required to also contribute to the wider inter-disciplinary efforts in water science, policy, and management.

### Duties and Key Result Areas

* Project coordination of complex multi- and trans-disciplinary projects, with domestic government, academic, industry and community partners as per the instructions from the project leader.
* Supports the Project leader in setting up and monitoring the progress of project tasks and monitor performance and resources, to achieve objectives.
* Sets up and maintains procedures and practices for project material including meeting notes, and document and data management.
* As directed by the project leader, monitor and record project progress, progress of project milestones, invoices and payments (clients and contractors), organise meetings and travel.
* Provide expertise in their related domain of water/environmental science.
* Assist the project leader in communicating research outcomes and project findings with stakeholders and peers in written and oral media.
* Communicate 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 required.

## **Selection Criteria**

#### Essential

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. Experience in coordinating large, multi-disciplinary projects, with a preference for experience in water and/or environmental science.
2. Demonstrated ability to work closely with the project leader and coordinate and monitor the project progress under their direction.
3. Demonstrated experience in project coordination to deliver high-quality project outputs on time and to budget, ensuring compliance with both internal and external requirements.
4. The ability to effectively and rapidly manage multiple and often competing priorities and challenges as they arise, often under tight timeframes.
5. Demonstrated experience in preparing and using Project Management Plans and Tools with a high level of IT competency, including demonstrated experience with MS Office products.
6. A relevant trade certificate/diploma/bachelor’s degree or equivalent relevant work experience and evidence of expertise in this domain.
7. Excellent verbal and written communication skills with demonstrated experience in writing project material, and planning and delivering internal and external workshops and events with a variety of stakeholders.

## **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.

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. 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 [CSIRO Online](http://www.csiro.au/) 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