# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants |
| Advertised Job Title | Student Co-ordinator – CSIRO Manufacturing Student Programs |
| Job Reference | 90661 |
| Tenure | IndefiniteFull-time (Part-time may be considered if required – min. 0.6FTE) |
| Salary Range | AU$89,680 – AU$101,459 per annum plus up to 15.4% superannuation |
| Location(s) | Sydney, NSW or Melbourne, VIC  |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Deputy Director/Science Director – Science Strategy, Manufacturing |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Paul Savage via email at paul.savage@csiro.au or phone +61 3 9545 2523 |
| 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 Administrative staff in CSIRO is to provide administrative and management services to support the effective provision of research and development activities. This involves the development and implementation and/or 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 Manufacturing Business Unit plays an important role in helping to catalyse the transition of the Australian manufacturing industry to high-tech, high-value businesses, including the creation of new industries and businesses, by supporting manufacturers to grow, scale-up, commercialise and adopt technology and become more agile, resilient and competitive.

## One of CSIRO’s functions, defined in the Science and Industry Act 1949, is to train, and to assist in the training of research workers in the field of science and to co-operate with tertiary-education institutions in relation to education in that field. To that end CSIRO Manufacturing runs a variety of student engagement programs including high-school work experience, domestic and international undergraduate internships, working with universities and industry to co-fund scholarships for Australian Qualification Framework (AQF) Levels 8 (Honours), (9) Masters, and 10 (Doctoral) projects, and Postdoctoral Fellowships, using a work-integrated learning approach. Students 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, where relevant.

## The Student Coordinator will manage the smooth running of these Programs and will be responsible for administrative tasks including the student selection and onboarding processes, milestone management, and communications with internal and external stakeholders, including Graduate Research Staff within Universities, industry partners, students and academics.

### Duties and Key Result Areas

* Undertake end to end administrative processes with respect to student engagement, onboarding, liaising with CSIRO supervisors and contracts administrators, and monitoring satisfactory progress, in collaboration with university and industry partners as required.
* Work with the Science Director to monitor and continuously improve all aspects of student engagement programs in the Manufacturing Business Unit.
* Liaise with university partners, students and CSIRO staff to anticipate their needs, ensure the relevance of the activity and achievement of team objectives, take personal responsibility for guaranteeing stakeholder 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 Values, Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

## **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, with minimum 2 years work experience in operations, customer service, project management, research or education related fields.
2. Excellent record-keeping skills, office organizational skills, and computer literacy necessary for entering and maintaining informational data, creating schedules, and ability to maintain detailed, accurate, and complete records of student activities and confidential records.
3. Experience working both independently and in a team-oriented, collaborative environment.
4. Demonstrated ability to identify and analyse complex or ill-defined problems and develop and deliver appropriate alternative solutions.
5. Flexibility, initiative and agility to manage multiple priorities and support various staff needs and student events.

## **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:** Recognises 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.

* The successful candidate will be asked to obtain and provide evidence of a National Police Clearance or equivalent. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* This role has child safety obligations. Accordingly, the successful candidate will be required to obtain or provide evidence that they hold a working with children check prior to confirmation of appointment.

## **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 [Manufacturing](https://www.csiro.au/en/Research/MF)