# Position Details

## Administrative Services- CSOF3

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| The following information is for applicants |
| Advertised Job Title | AIV Administrator |
| Job Reference | 80377 |
| Tenure | Specified Term of 5 years - Full-time, part-time (minimum 0.6 FTE) |
| Salary Range | AU$66k - AU$84k pa (pro-rata for part-time) plus up to 15.4% superannuation |
| Location(s) | Kensington (Perth) Western Australia |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian or New Zealand Citizens and Australian Permanent Residents
* Australian temporary residents who have the right to work for the expected duration of the term (at least to end of March 2025), with no requirement for sponsorship.
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| Position reports to the | AIV Team Leader |
| Client Focus – Internal | 60% |
| Client Focus – External | 40% |
| Number of Direct Reports | 0 |
| Enquire about this job | Allison Weidenbaum, AIV team Leader, Allison.Weidenbaum@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 or call 1300 984 220. |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea and waters, in the areas where we live and work 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).

**Background**

The Square Kilometre Array Observatory (SKAO) is a next‐generation global radio‐astronomy facility that will revolutionise our understanding of the Universe and the laws of fundamental physics. It is one observatory with two telescopes – SKA‐Low in Western Australia and SKA‐Mid in South Africa.

Australia is a co‐host member of the SKAO, an intergovernmental organisation headquartered at Jodrell Bank (near Manchester in the United Kingdom) responsible for SKAO construction and operation globally.

The first phase of the SKA will consist of two telescopes:

* Australia will host the SKA’s low‐frequency telescope (SKA‐Low). SKA‐Low will comprise up to 131,072 antennas in clusters along spiral arms spanning 65 km at CSIRO’s Murchison Radio‐ astronomy Observatory (MRO) in Western Australia about 350 km northeast of Geraldton.
* South Africa will host the mid‐frequency telescope (SKA‐Mid). SKA‐Mid will comprise up to 197 dishes spread along spiral arms spanning 150 km.

CSIRO is involved in several facets of the SKA‐Low in Australia:

* Operating partner: SKAO will partner with CSIRO to operate the SKA‐Low Telescope and support construction.
* Construction: CSIRO has been allocated work in digital processing, infrastructure, and antenna station management and deployment, integration and verification, and software.

CSIRO also operates the MRO which hosts multiple national and international radio astronomy telescopes and is where the SKA‐Low Telescope will be located. CSIRO is responsible for land management, subleases, maintaining radio quiet protections, provision of services to the telescopes, and managing the Indigenous Land Use Agreement.

**Role Overview**

CSIRO is expanding the Assembly, Integration and Verification (AIV) team to include an AIV Administrator. The AIV Administrator is a key support role for the CSIRO AIV team. Reporting to the CSIRO AIV Team Leader, the AIV Administrator will help to develop, and then implement, the project processes and systems for the project management of the contract whilst providing administration, communication, co-ordination and project support for the CSIRO AIV team during construction. The role works as part of a culturally and geographically diverse team and their stakeholders who are located locally, intra/interstate and internationally. The role requires sound experience in complex and fast paced engineering or scientific project environments, similar to CSIRO.

### Duties and Key Result Areas

**Administration Management**

* Provide proactive administrative support to the CSIRO AIV team, looking for opportunities to generate improved solutions in work situations, trying creative ways to deal with routine problems and opportunities, and exercising initiative when applying established procedures.
* Management of domestic and overseas travel arrangements on behalf of the CSIRO AIV team members and support before, during and after the travel event.
* Maintain accurate, accessible, and up‐to‐date CSIRO and project information systems and processes.
* Develop and maintain project records (emails, contact lists, distribution lists, reports, attendance records, virtual files and folders), in accordance with CSIRO and project requirements
* Document and deliverable management support as part of Configuration Management using a configuration management tool such as ALIM.
* Support for lifecycle management, workflow processes and on‐line transactions using business systems such as SAP.

**Issues Management**

* Provide support to the CSIRO AIV Team Leader and SKAO AIV Lead Engineer on issues and interactions with key stakeholders and external parties and provide systematic and dependable follow up of the same.
* Monitor and follow up on issues that need to be drawn to the attention of the AIV Team Leader and/or SKAO AIV Lead Engineer.

**Coordination**

* Coordination of travel, visitors, accommodation, induction, vehicle and assets
* Support for the recruitment of new CSIRO AIV team members and subsequent co-ordination of the onboarding of successful applicants in Perth and Geraldton.
* Assist in meeting set‐up and arrangements including room booking and invitations, agendas, both face to face and virtual and minute taking/distribution as required.
* Take a lead role in the organisation of AIV related team building activities and help to establish a friendly and inclusive team.
* Coordinate the procurement of goods and services as directed.

**Communication**

* Act as the central contact point for the CSIRO AIV team members in their absence.
* Maintain respectful and effective relationships with all colleagues and team members as part of the day-to-day activities to facilitate the effective operation of the AIV Team.

**Project Support**

* Development, maintenance and update of project schedules, time and people tracking systems, asset management and document management records for the project lifecycle
* Preparation of correspondence, reports (including financial) and plans that deal with complex, sensitive or commercially confidential matters including working with CSIRO finance, procurement, insurance, HR and legal entities in support of the same.
* Coordinate and assist in the preparation of materials for presentations, including visuals, and attendance at meetings (F2F and virtual) in support of the AIV Team, some of which could be outside of normal working hours.

**General**

* Adhere to the spirit and practice of SKAO’s values and the CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Zero Harm goals.
* Communicate openly, effectively and respectfully with all parties in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of the multidisciplinary, geographically dispersed CSIRO AIV team to deliver the AIV Service
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. Demonstrated experience providing administration and project support in a fast paced and complex engineering or scientific project environment.
2. Demonstrated proficiency in:
* Microsoft applications including Word, Excel, Access, PowerPoint, Outlook, Project.
* Business systems such as HP Records Manager (or similar), SAP, and QBT travel booking system (or similar).
* The use of virtual storage systems like OneDrive or Google Docs.
1. Exceptional organisational skills, with a demonstrated ability to prioritise demands, organise tasks, meet deadlines, and escalate issues when required.
2. A proven ability to adapt quickly and demonstrate resilience and determination in often changing circumstances.
3. Outstanding communication and interpersonal skills, including an ability to proactively collaborate and gain trust with a range of people at all seniority levels.
4. Proven ability to work effectively in a multicultural and geographically diverse team environment.
5. Familiarity with Project Management concepts and practises such as project schedules, progress measurement and tracking, procurement, resource forecasting and budgets
6. The ability and willingness to attend meetings outside of standard hours (flex-leave arrangement).

## **Desirable**

1. Experience of the following:
	* Jama, Jira, Confluence
	* Virtual conferencing platforms such as Slack, Webex, Teams and Zoom
	* Configuration Management Asset Lifecycle Management (ALIM or similar)
	* HP Records Manager

## **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:** Recognises 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.

Special 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.

Must be willing and able to attend meetings outside of standard hours, due to international time differences (flex-leave arrangement).

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [Space and Astronomy](https://www.csiro.au/en/Research/Astronomy) 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