# Position Details

## Administrative Services- CSOF4

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| Job Title | Executive Assistant |
| Tenure | Indefinite, Full-time |
| Salary Range | CSOF4 |
| Location(s) | Kensington, Perth |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Chief Digital Officer |

### Role Overview

Administrative staff in CSIRO 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 units to achieve their objectives and meet Government and regulatory responsibilities.

The Executive Assistant (EA) Chief Digital Officer (CDO) provides high level administrative support to the CDO and other senior stakeholders. It is expected that the EA prioritises commitments, follows through on issues to successful resolution, coordinates timely responses to requests, collects and analyses information, and facilitates the effective operation of the CDO’s office. With the Executive Officer the EA will contribute to drafting of documents, correspondence and presentations.

Beyond day-to-day management of the administration needs of the CDO the EA will ensure that effective systems of work are established within the CDO’s. The EA will proactively assist the CDO to ensure early adoption of appropriate future ways of working.

## The Executive Assistant will as time permits also lead or contribute to projects at the direction of the CDO. Depending on scale these may be completed independently or with a wider team and may be associated with coordination of stakeholders or staff engagement for example. Success in these activities will require skills in conducting desktop research, gathering information, writing reports, project scheduling, and stakeholder engagement.

### Duties and Key Result Areas:

#### Coordination

* Provide a proactive focal point for the CDO’s internal and external stakeholders.
* With the Executive Officer coordinate responses to information requests and reporting requirements.
* Lead the organisation of key workshops, meeting, retreats or other events as required.

#### Issues Management and Communication

* Provide support and advice to the CDO on issues and interactions with key stakeholders and external parties
* Monitor and prioritise incoming correspondence and calls – exercising judgement and initiative to request, coordinate, manage, and action as appropriate.
* Prioritise issues for the CDO’s attention and provide briefing notes/reports to facilitate effective action.
* With the Executive Officer assist in the drafting and or review of correspondence and reports, or high-quality presentations, that deal with complex or sensitive matters.
* Manage sensitive information appropriately including, personal or other sensitive information, whether of CSIRO staff and affiliates, or members of the public and commercially

#### Diary Management & Secretarial support

* Provide efficient and effective diary management, including arranging meetings and appointments on behalf of the CDO and other key staff, including managing travel.
* Provide systematic and dependable follow up of issues and tasks and ensure they are handled in a timely fashion.
* Assist in meeting set-up and arrangements for the including schedule of events, minute taking and preparation of papers, as required.

#### Office Management

* As office manager maintain accurate, accessible, and up-to-date office information systems and processes (Outlook, email folders, Outlook contacts, paper files, record keeping) for the effective operation of the Future Industries office.
* Proactively take steps to ensure the CDO’s office is an early adopter of new technologies and ways of working.
* Coordinate compliance with CSIRO processes and governance requirements, and other applicable legislative requirements to support the effective operation of the Future Industries office.
* Coordinate the procurement of goods and services as directed and assist in the monitoring of expenditure.
* Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.

#### Project Management

* At the direction of the CDO contribute to project initiatives by:
	+ Conducting desktop research, meeting with internal staff to conduct gather information and writing brief information reports.
	+ Contribute to project scheduling and planning.
	+ Assist in the development of project resources and collateral.
	+ Work collaboratively as part of a geographically dispersed team.
* Undertake Other duties as directed.

## **Selection Criteria**

#### Essential

* Under CSIRO policy only those who meet all essential criteria can be appointed.
* Relevant certificate/diploma and/or equivalent relevant work experience providing high level administrative support.
* Excellent interpersonal skills demonstrated by extensive experience establishing and maintaining positive internal and external stakeholder relationships.
* Demonstrated experience in providing executive assistance to a Senior Manager or an Executive in a fast paced and complex environment.
* Strong organisational skills with the ability to prioritise demands, proactively resolve and/or escalate matters so they are managed in a timely manner.
* The ability to work effectively in a team environment by collaborating with internal and external stakeholders, as well as sharing resources to accomplish objectives.
* Demonstrated proficiency in Microsoft applications including Word, Excel, PowerPoint, Outlook, SAP, and the use of Compass to manage workflow processes and on-line transactions.

## **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.

• 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.

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We solve the greatest challenges through innovative science and technology. 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