# Position Details

## Administrative Services – CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Executive Assistant |
| Job Reference | 94225 |
| Tenure | 3-year specified term/ Full-time |
| Salary Range | AU$89,680 to AU$101,459 per annum (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Open to major cities in Australia however Clayton, Melbourne, VIC preferred |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian and New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Business Unit Director, Health & Biosecurity |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| 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. |

**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).

**Child Safety**

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](https://www.csiro.au/en/about/policies/child-safe-policy).

### Role Overview

## Administrative staff in CSIRO provide administrative and management services to support the effective provision of research 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) Health & Biosecurity (H&B) will provide high-level administration and secretarial support to the H&B Director and other senior stakeholders. The EA will support the work of the H&B leadership team and, working closely with the H&B Executive Officer, proactively work to ensure effective systems and processes are established and followed within the office of the Director for H&B.

The Executive Assistant will, as time permits, also lead or contribute to projects as directed by the H&B Director. Depending on the 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, taking minutes, writing reports, managing email inbox and calendar, project and activity scheduling and stakeholder engagement. Attention to detail and delivery in a timely manner are required.

### Duties and Key Result Areas:

* Provide efficient and effective diary management, including arranging meetings and appointments on behalf of the Director, and managing all domestic and overseas travel arrangements.
* Monitor and prioritise incoming email correspondence – exercising judgement and initiative to request, coordinate, manage, and action as appropriate.
* 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 including schedules of events, minute taking and preparation of papers and presentations, as required.
* Draft straightforward responses to incoming correspondence.
* Establish and maintain electronic document management systems in accordance with CSIRO's record management standards.
* Support international travel arrangements across the Business Unit
* Maintain effective professional relationships with external stakeholders on behalf of the Business Unit.
* Develop and maintain functional networks to facilitate effective research operations.
* 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 research team, and business unit to carry out tasks in support of CSIRO’s scientific objectives.
* 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:** 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.

## **Selection Criteria**

#### Essential

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

1. Relevant certificate/diploma and/or equivalent relevant work experience providing high level administrative support.
2. Excellent interpersonal skills demonstrated by extensive experience establishing and maintaining positive internal and external stakeholder relationships.
3. Demonstrated experience in providing executive assistance to a Senior Manager or an Executive in a fast paced and complex environment.
4. Strong organisational skills with the ability to prioritise demands, proactively resolve and/or escalate matters so they are managed in a timely manner.
5. The ability to work effectively in a team environment by collaborating with internal and external stakeholders, as well as sharing resources to accomplish objectives.
6. Demonstrated proficiency in Microsoft applications including Word, Excel, PowerPoint, Outlook, and in using HP records, SAP, Compass to manage workflow processes and on-line transactions.

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.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [Health and Biosecurity](https://www.csiro.au/en/about/people/business-units/health-and-biosecurity) 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