# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants |
| Advertised Job Title | Executive Officer - DNFC |
| Job Reference | 90820 |
| Tenure | Indefinite Full-time  |
| Salary Range | AU$121,455 to AU$142,321 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Canberra preferred, other locations negotiable |
| 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 | Executive Director |
| Client Focus – Internal | 70% |
| Client Focus – External | 30% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact James Leith via email at james.leith@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, 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 Executive Officer provides high level support in the management and administration of the office of the Executive Director and is responsible for supporting the efficient and effective operations of the relevant sector. Key responsibilities include the provision of advice and support on complex issues, coordination of planning activities, undertaking specific projects, conducting analyses and research, and formulating and preparing a range of strategic communications. The Executive Officer is a critical member of, and provides support to, the sector leadership Team.

This role would suit a person who is curious, professional, and tactful, detail oriented and willing to ensure outcomes are achieved in ambiguous situations.

### Duties and Key Result Areas

**Issues Management:**

* Provide high level support and advice to the Executive Director on issues and interactions with key stakeholders and external parties.
* Prioritize issues for the Executive Director's attention and provide briefing notes/reports to facilitate effective action.
* Prepare and review correspondence, presentations and reports that deal with complex or sensitive matters.
* Identify emerging and unforeseen issues requiring Executive Director intervention and develop appropriate responses.

**Coordination and Planning:**

* Coordinate internal and external reviews, responses to information requests, and reporting requirements.
* Project manage sensitive or complex sector activities.
* Plan and coordinate key leadership meetings, conferences or other events.
* Coordinate the preparation of strategic and operational DNFC plans

**Compliance:**

* Coordinate Executive Director compliance with CSIRO processes and governance requirements, and other applicable legislative requirements.
* Oversee the management of the budget of the
* Provide oversight of the DNFC risk management framework.

**Communication:**

* Coordinate effective communication within and about sector matters between Business Unit leadership team members.
* Develop and maintain cross-organisational networks to facilitate effective sector operations

**Projects:**

* Complete projects as required for the Executive Director.

**Working in CSIRO:**

* Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals
* Other duties as directed.

## **Selection Criteria**

**Pre-requisite**

* Education/Qualifications: A relevant tertiary qualification or equivalent management/leadership experience in an area relevant to the role.

#### Essential

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

1. A confident and pro-active approach with the ability to work effectively in a dynamic executive team environment and collaborate widely both internally and externally.
2. Excellent written communication skills, showing evidence of ability to independently formulate and prepare a wide range of strategic and government communications including complex reports, analyses, plans and briefings.
3. Very strong analytical skills with a proven ability to investigate underlying issues of complex and ill-defined problems and develop appropriate responses through abstract thinking and using creative solutions.
4. Excellent organisational skills with a demonstrated ability to independently manage competing complex demands; establish or renegotiate priorities; and meet deadlines, including the ability to effectively adapt in ambiguous, urgent and/or complex situations where information is incomplete or not available.
5. Extensive experience in successful project management, including planning, engagement, monitoring and reporting to meet or exceed specified outcomes and timeframes.
6. A history of professional and respectful behaviours and attitudes in a collaborative environment. An ability to act as a linker and demonstrate flexibility, delegating activities and responding to changing or multiple needs and demands as required.

**Desirable**

1. Demonstrated track record in ensuring effective governance of in science or other analogous organisation

## **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:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas.
* **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
* **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
* **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

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.
* The successful candidate will be required to obtain and maintain a security clearance at the baseline level.

## **About CSIRO**

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