# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Projects Officer – Science Connect |
| Job Reference | 92859 |
| Tenure | Specified Term until 30 June 2025  Full time, job share arrangements may also be considered. |
| Salary Range | AU$89,680 to AU$101,459 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Flexible |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents * Australian Temporary Residents who are currently residing in Australia and have the right to work for the expected duration of the specified term (at least until end of December 2023), with no requirement for sponsorship |
| Position reports to the | Deputy Director, Services |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Tristy Falkenberg via email [Tristy.Falkenberg@csiro.au](mailto:Tristy.Falkenberg@csiro.au) or phone 03 9545 2893 (Melbourne) |
| 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

CSIRO Science Connect connects society, government, and industries to science. Science Connect does this by delivering mature science and innovation-based products and services to established national and international markets. We currently do this by running 5 customer focussed businesses: Education & Outreach, Futures, CSIRO Publishing, SME Connect and Infrastructure Technologies.

For many customers, a Science Connect business is the first and sometimes only experience of CSIRO. Science Connect plays a critical role, therefore, in driving trust for CSIRO and science. We are CSIRO’s extension brand.

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 Science Connect Projects Officer will support the Leadership Team of Science Connect. The role will work closely with the Deputy Director to support various business processes and strategic initiatives across a diverse portfolio of Programs. The position will have a particular focus on supporting the Deputy Director and the Director, Education and Outreach. The position will be responsible for supporting, and in some cases managing under supervision, components of internal initiatives (e.g., on-going roll out of the Science Connect strategy, Education & Outreach’s business plan), business processes (e.g., coordination of internal opportunities and initiatives) and interactions with key stakeholders.

### Duties and Key Result Areas

* Manage and contribute under supervision to the execution of various initiatives that have been identified by the Deputy Director, Research Connect or Director, Education and Outreach.
* Under limited supervision, undertake a range of administrative tasks in accordance with established procedures.
* Recommend improvements to systems and procedures and implement any approved changes.
* Provide executive support to more senior staff (particularly the Deputy Director, Science Connect and Director, Education and Outreach), and provide precedent-based policy and procedure interpretation and advice.
* Maintain clear communication with clients regarding mutual expectations and monitor their satisfaction.
* May provide instruction to staff on administrative process. May train other staff in the performance of routine activities.
* Assist the coordination of internal and external business processes, working closely with the Executive Officer and other members of the Leadership Team.
* Provide support to Services’ staff to enhance skills that improve business efficiency and effectiveness.
* Assist in the preparation and delivery of events, business documents, reports, presentations, analyses, plans and briefings.
* 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, regionally dispersed team to carry out tasks in support of CSIRO’s 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. High level experience in providing support to senior staff including administrative tasks, providing precedent-based policy and procedure interpretation and advice, and preparing business documents, such as reports, presentations, and plans.
2. Ability to build strong and productive working relationships, and e*xperience in managing and/or* contributing collaboratively to initiatives that involve multiple internal and external stakeholders.
3. Experience in project delivery, including formulating workplans, defining deliverables, execution, and completion.
4. Ability to work independently under limited supervision on a wide variety of activities.
5. Excellent organisational skills with a demonstrated ability to independently manage competing complex demands; determine optimal solutions for a range of problems faced; 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.
6. Experience in communicating with internal and external stakeholders and able to respond to their needs in a timely and satisfactory way.

## **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 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 asked to obtain and provide evidence of a Working with Children check.

## **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