# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants |
| Advertised Job Title | Project Officer, Next Generation Graduates Program |
| Job Reference | 96744 |
| Tenure | Specified Term of 10 months |
| Salary Range | AU$93,267 - AU$ $105,517 per annum (pro-rata for part-time)plus up to 15.4% superannuation |
| Location(s) | Melbourne, Sydney, Brisbane, or Canberra |
| 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 | Manager, Next Generation Graduates Program |
| Client Focus – Internal | 40% |
| Client Focus – External | 60% |
| Number of Direct Reports | 0 |
| Enquire about this job | James Leith via email at james.leith@csiro.au , or Cayetana Martinez via email at cayetana.martinez@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).

**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

The Next Generation Graduates Program will fund national scholarships to attract and train the next generation of artificial intelligence and emerging technology specialists. Through the Program, the Australian Government aims to address top-end talent shortages under two streams – Artificial Intelligence and Emerging Technologies. The Program will work with universities and industry to co-fund scholarships for Australian Qualification Framework (AQF) Levels 8 (Honours) to 10 (Doctoral) using a work-integrated learning approach. Students will participate in industry-led research projects and/or placements to build job-ready skills and provide short-term access to high-end talent for business in addition to completing a formal qualification relevant to AI. Data61 will deliver the Program, in partnership with universities and industry partners.

The Project Officer will be responsible for the development of the Program’s internal and external stakeholder relationship management, administration and KPI reporting.

### Duties and Key Result Areas

* Undertake end to end administrative processes with respect to student enrolment, admission/onboarding, coursework and engagement activities, milestone and examination processes, in collaboration with university partners, and develop relevant processes and procedures.
* Manage financial aspects of the Program, including provision of scholarship funding to universities.
* Develop and execute communication and event management components of the Program, in consultation with key staff.
* Manage, work with and store sensitive and confidential information, including but not limited to personal and/or financial information
* Liaise with stakeholders (including industry and university partners) to determine their needs, tailoring solutions to potentially conflicting requirements, taking personal responsibility for client satisfaction, and correcting problems promptly and in a constructive manner.
* Under limited direction, use technical expertise to develop and lead a range of activities/functions relating to the Program, including coursework and engagement activities.
* 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, to carry out tasks in support of the Program’s 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.

## **Selection Criteria**

#### Essential

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

* A relevant qualification (e.g. degree, postgraduate degree) or successful relevant experience proactively leading a dynamic, fast-paced office and providing high-level administrative management.
* Strong communication skills appropriate for a diverse cohort; the ability to clearly convey information and ideas in written and verbal form; and proactively establish and maintain effective interpersonal relationships with internal and external stakeholders
* Proven ability to investigate complex problems by utilising sound judgement to identify and consider potential implications of a range of available alternative solutions
* Demonstrated ability to deal with ambiguity and adapt to changing circumstances and new responsibilities. Ability to quickly adapt to technological, structural, and procedural changes whilst maintaining professionalism and flexibility.

#### Desirable

* Experience with CSIRO internal systems and processes.

## **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 is subject to provision of a pre-employment background check and may be subject to other security/medical/character clearance requirements.

Include if relevant:

* The successful candidate will undertake a pre-employment background check. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* *If you have any queries regarding finalising the Duties and Key Result Areas or the Special Requirements for this position, please consult with In-business HR or the Talent Acquisition Team.*

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [CSIRO’s Data61](https://www.csiro.au/en/about/people/business-units/Data61) 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