# Position Details

## Research Projects- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Project Support Officer - CSIRO Manufacturing |
| Job Reference | 98672 |
| Tenure | Specified Term of 36 months, full-time |
| Salary Range | AU$96k - AU$109k per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Lindfield, Sydney, NSW. **This role requires attendance on site in Lindfield and cannot be done remotely.** |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens Only |
| Position reports to the | Group Leader – Quantum Sensors |
| Client Focus – Internal | 70% |
| Client Focus – External | 30% |
| Number of Direct Reports | 0 |
| Enquire about this job | Katie Green via email at katie.green@csiro.au or phone +61 2 9413 7522 |
| 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).

### ​About CSIRO

### ​As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

### ​As one of the world’s largest multidisciplinary mission-driven research organisations, we are focused on the issues that matter the most: for our quality of life, for the economy and for our environment. We believe diverse teams are more effective and deliver more innovative outcomes. When we all focus on the big things that really matter, and work in partnership with our communities and [Indigenous Australia](https://www.csiro.au/research/indigenous-science), Australian science and technology can solve seemingly impossible problems and create new value for all Australians. Visit [CSIRO.au](file:///C:\Users\lui008\OneDrive%20-%20CSIRO\Desktop\LIFE\LEADERSHIP\Inclusive%20Recruitment\PD%20and%20Job%20Ads\CSIRO.au) for more information.

### Role Overview

### We are seeking an organised and proactive individual to provide administrative and project support for a portfolio of interlinked scientific research activities. These activities involve a highly interdisciplinary team, and you will support project leaders and research staff, in timely delivery of the project deliverables, planning, resource management, progress tracking, reporting, and budgeting.

### Given the complexity, scale and priority of these research activities, the role requires a highly organised and self-directed individual, with experience in providing general administrative support. Duties include managing schedules, arranging meetings, taking minutes, updating project documentation, handling data, and handling correspondencee.

### Key Duties and Responsibilities

* Provide project and operational support, tracking progress, ensuring milestones are met, and aligning deliverables with project objectives.
* Assist the project leader in project planning, resource analysis, and research to inform decision making.
* Communicate with key stakeholders to provide project updates and implementation issues.
* Provide a range of secretariat and administrative services, including coordinating project meetings and preparing reports, and maintaining project documentation, to enable project deliverables.
* Update and maintain project documentation, ensuring compliance with project management methodologies.
* Develop and foster relationships with key internal and external stakeholders
* Operate within the security policies and procedures defined for the project.
* 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.
* 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.*

1. Relevant trade certificate/diploma/bachelor’s degree or equivalent experience in business/legal administration, project management, or research support.
2. Experience in project support, administration, with a research focus within a research organisation.
3. Strong organisational and time management skills with the ability to support multiple work packages simultaneously.
4. Effective communication and stakeholder engagement skills, with the ability to provide clear updates and support collaboration.
5. Logical, organized, multitasker, anticipates bottlenecks and mitigates for them, demonstrated experience in resource management when constraints are flagged.
6. A proactive and adaptable approach, with the ability to contribute to team objectives and respond to changing priorities
7. Strong analytical and research skills to interpret policies, create and implement procedures, and identify/anticipate project requirements.

## **Desirable**

1. Experience working in a science, engineering and/or R&D environment
2. Experience managing suppliers and contractors of specialised equipment and/or facilities

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

* The successful candidate will be required to obtain and maintain a security clearance at the **NV2 level**

## **About CSIRO**

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