# Position Details

## Administrative Services- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Personal Assistant to the Deputy Director |
| Job Reference | 100738 |
| Tenure and work schedule | Indefinite  Full-time, part-time or job-share (0.8 FTE min) |
| Salary Range | AU$73k - AU$93k per annum (pro-rata for part-time)  plus 15.4% superannuation |
| Location(s) and office arrangements | Marsfield (Sydney), NSW |
| 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 | Deputy Director, Space and Astronomy |
| Client Focus – Internal | 60% |
| Client Focus – External | 40% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Vicki Drazenovic via email at vicki.drazenovic@csiro.au or phone +61 2 9372 4272 |
| Support and workplace adjustments | We offer a range of reasonable supports and workplace adjustments. Please let us know via Laura Mason at [Careers.Online@csiro.au](mailto:Careers.Online@csiro.au) if we can help you to equitably participate in our recruitment process or the role itself. |
| 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). |

**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).

**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](https://www.csiro.au/) for more information.

### 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 Research Unit to achieve their objectives and meet Government and regulatory responsibilities.

The Personal Assistant will provide administrative support to the Deputy Director and, to a lesser extent, the Chief Operating Officer and the Space Program. This support includes but is not limited to: meeting and travel preparation and coordination, diary management, routine correspondence, records management, minute taking and other general office administration duties. The position will operate within a wider administrative support team.

### Duties and Key Result Areas

* With limited supervision, provide efficient and effective diary management, including arranging meetings and appointments. Monitor emails, prioritising tasks and deadlines. Monitor and follow up on issues in a timely manner.
* Manage domestic and overseas travel arrangements.
* Coordinate internal and external meetings or other events, including booking rooms/venues, resources, travel, transport, equipment and catering, managing invitations and attendance, preparing meeting minutes and initiating follow-up action.
* Maintain accurate, accessible, and up-to-date office information systems and processes (Outlook, email folders, Outlook contacts, paper files, HP Records files).
* Secretariat for the S&A Diversity and Inclusion Committee
* Manage administrative projects or issues as necessary.
* Assist the Research Unit EO and EA to coordinate material needed for reviews, reports or to respond to information requests.
* Coordinate the procurement of goods and services as directed.
* 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 scientific objectives.
* Adhere to the CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## **Selection Criteria**

#### Pre-requisites

1. Advanced abilities in Microsoft applications including Word, Excel, Outlook and PowerPoint with a willingness to learn new systems/platforms e.g. SAP, Content Manager.

#### Essential

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

1. A relevant qualification and/or equivalent experience in providing secretarial or administrative support to a Senior Manager or Executive in a fast paced and complex environment.
2. Strong organisational skills with the ability to manage competing demands; establish priorities, organise tasks, meet deadlines and escalate issues when required.
3. Demonstrated ability to work flexibly and provide a positive contribution in a team environment.
4. Demonstrated ability to clearly convey information and ideas, establish effective interpersonal relationships with a wide variety of people and to professionally handle sensitive and confidential information using appropriate judgment and discretion.

## **Desirable**

1. Experience in using records management systems and SAP.

**Not sure if you meet all the criteria?**

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don’t let the list discourage you. If you are unsure about applying, please reach out to the contact on page 1 of this document so we can discuss the role further.

## **Required Competencies**

* **Teamwork and Collaboration:** Proactively seeks and considers the ideas and opinions of others from within and outside the team to help form decisions, plans or actions.
* **Influence and Communication:** Puts forward ideas by presenting factual information supported by data, definitions, examples, illustrations or other aids, which will assist in conveying meaning.
* **Resource Management/Leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
* **Judgement and Problem Solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
* **Independence:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **Adaptability:**Willingness to change ideas or perceptions based on new information, contrary evidence or other people's points of view. Prepared to try out different approaches.

**Setting you up for success**

We understand that not everyone works in the same way and sometimes people may require reasonable support and adjustments to perform at their best. Whether related to the recruitment process and or the role itself, this may include options such as providing different methods of communication, flexible hours or physical adjustments to work methods. If you feel comfortable, we encourage you to share any support and adjustments you may need to carry out the inherent requirements of the role. Please let us know via [careers.online@csiro.au](mailto:careers.online@csiro.au) if we can help you to equitably participate in our recruitment process or the role itself.

**Life at CSIRO and flexible working arrangements**

We [work flexibly at CSIRO](https://www.csiro.au/en/careers/life-at-csiro/Flexible-work), offering a range of options for how, when and where you work.  We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, [benefits](https://www.csiro.au/en/careers/life-at-csiro/Benefits) and [career development](https://www.csiro.au/en/careers/life-at-csiro/Career-development) opportunities. To learn more, visit [Careers at CSIRO](https://www.csiro.au/en/careers).

We celebrate the uniqueness of our workforce and are committed to creating [diverse and inclusive teams](https://www.csiro.au/en/careers/life-at-csiro/Diversity-inclusion-belonging) where everyone feels they belong. CSIRO is an equal employment opportunity organisation dedicated to recruiting people based on merit, and reflecting the diversity of the community we serve. We recognise true diversity encompasses all ages, nationalities, abilities, cultures, genders, sexualities, faiths, levels of education, diversity of thought and many more aspects of identity. By empowering diverse teams, our community is reflected in the solutions we create.

**CSIRO values**

CSIRO is a values-based organisation committed to values-based leadership.

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| **Value** | **Descriptor** | **Behaviour** |
| **People first** | Our priority is the safety and wellbeing of our people. We believe in, and respect, the power of diverse perspectives. We seek out and learn from our differences. | * Respectful * Caring * Inclusive |
| **Further together** | We achieve more together than we ever could alone. We listen and collaborate, in teams, across disciplines, across boundaries. We embrace ambiguity and use discussion and persistence to generate unique solutions to complex problems. | * Accountable * Authentic * Courageous |
| **Making it real** | We do science with real impact. We thrive when taking on the big challenges facing the world. We take educated risks and defy convention. We celebrate successes and failures and leverage them to learn as we strive to be the force for positive change. | * Partnering * Cooperative * Humble |
| **Trusted** | We’re driven by purpose but remain objective. We fight misinformation with facts. We earn trust everywhere through everything we do. We trust each other and we hold each other accountable. Together our actions drive Australia’s trust in CSIRO. | * Curious * Adaptive * Entrepreneurial |

**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).

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 Clearance or equivalent. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.