

Position Details

Administrative Services – CSOF5

THE FOLLOWING INFORMATION IS FOR APPLICANTS

Advertised Job Title	Executive Officer (Parental Leave Cover) - SKA-Low Telescope
Job Reference	102658
Tenure	Specified Term – Parental Leave Cover for approx. 12 months Full-time, Part-time or Job-share
Salary Range	CSOF5 - AU\$118,102 to AU\$127,808 per annum, plus 15.4% superannuation
Location(s)	Perth, Western Australia
Relocation Assistance	Will be provided to the successful candidate if required
Applications are open to	Australian/New Zealand Citizens and Australian Permanent Residents
Client Focus – Internal	0%
Client Focus – External	100%
Position reports to the	This position will report to the SKA-Low Deputy Telescope Director
Number of Direct Reports	0
Enquire about this job	To enquire about this job please reach out to the SKA-Low Deputy Telescope Director, George Simpson, on George.simpson@csiro.au for more information.
Support and workplace adjustments	We offer a range of reasonable supports and workplace adjustments. Please let us know via email to george.simpson@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 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](#).

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](#), Australian science and technology can solve seemingly impossible problems and create new value for all Australians. Visit [CSIRO.au](#) for more information.

Background

The SKA Observatory (SKAO) is a global, next-generation radio astronomy facility that will revolutionise our understanding of the Universe.

The SKAO's two telescopes – SKA-Low in Western Australia and SKA-Mid in South Africa, will deliver more than half a century of transformational science for the international community. The SKA telescopes promise to have a major impact on society, in science and beyond, including developing new technologies that will deliver significant benefits to our everyday lives in years to come. By constructing and operating these advanced telescopes, the SKA Observatory will become the world leader in radio astronomy, providing unparalleled research capabilities for decades.

The SKAO is an intergovernmental organisation of 16 member and participating countries, with global headquarters in the UK. In Australia, the SKAO is partnering with CSIRO, Australia's national science agency, to construct and operate the SKA-Low telescope.

SKA-Low teams work across three sites:

- Inyarrimanha Ilgari Bundara, the CSIRO Murchison Radio-astronomy Observatory on Wajarri Yamaji Country.
- Our Engineering Operations Centre on Nhanhangardi, Naaguja, Wilynyu and Amangu Country in Geraldton.
- Our Science Operations Centre on Whadjuk Noongar Country in Perth.

Further Reading: [Explore CSIRO and the SKA-Low Telescope project](#)

Role Overview

SKAO and CSIRO have established the Agreement on Bilateral Collaboration (the “ABC”), which outlines the framework for our partnership in delivering the SKA-Low project from its construction phase through to its ongoing operations, expected to continue beyond 2050. The SKA-Low Telescope Operations team in Australia will grow to approximately 150 staff, with around 120 employed by CSIRO and 30 by SKAO. Personnel from both organisations are collaborating closely to ensure the project's success. The SKA-Low Executive Officer will take a lead role in the operation of this collaboration agreement.

The SKA-Low Executive Officer provides high-level support to the SKA-Low leadership team, including the Telescope Director, Deputy Director, Site Construction Director, and Business Manager, and leads the Administration Team across Perth and Geraldton. This role blends executive support with operational coordination, managing stakeholder engagement, preparing briefing materials, and ensuring alignment between CSIRO and SKAO policies.

Key responsibilities include supporting business services across HR, Finance, Communications, and Facilities, as well as contributing to special projects, major events, and the operational management of SKA-Low properties. The position requires strong organisational skills, sound judgement, and the ability to work both independently and collaboratively in a dynamic environment.

The position will require regular travel between Perth and Geraldton (three to four days per month) and occasional interstate or international trips. While travel is essential, flexibility is provided to support work-life balance.

CSIRO and the SKA Observatory value and respect difference, and we are committed to building an inclusive culture by creating an environment where you can balance a successful career with your commitments and interests outside of work. We believe that you will do your best at work if you have a work / life balance. We are open to discussing flexible working opportunities with this role being offered on a full-time, part-time or job share basis. Please raise your preference in your application.

Duties and Key Result Areas

- **Executive and Strategic Support**
 - Strategic support to leadership: Provide high-level executive support to the SKA-Low Telescope Director, Site Construction Director, Deputy Telescope Director and Business Manager.
 - Leadership continuity: Act as a delegate for the SKA-Low Business Manager during absences ensuring continuity in administrative approvals, communication, and action follow-ups.
 - Follow-up and progress tracking: Deliver necessary outcomes which are identified in leadership engagements and ensure timely execution.
- **Administrative Operations and Team Leadership**
 - Team management: Lead and manage a team of administrators across Geraldton and Perth, overseeing effective workload distribution, performance managing and planning and professional growth opportunities.
 - Resource and capability planning: Plan and allocate team resources to meet project needs, maximise productivity and support the delivery of SKA-Low objectives.
 - Systems oversight: Oversee and enhance administrative systems and processes.
 - Information management: Establish and maintain structured systems for storing, sharing, and securing project and executive documentation. Ensure timely access to accurate, up to date information for stakeholders.
- **Stakeholder Engagement and Communication**
 - Operational alignment: Liaise with Business Enabling functions to align operational support meeting project requirements and expectations.
 - Team culture: Foster a collaborative, inclusive, and high-performing culture across the administrative team and the broader SKA-Low organisation, modelling CSIRO and SKAO values.
- **Project Execution**
 - Project leadership: Lead the delivery of special projects and improvement initiatives under the direction of the Business Manager, ensuring alignment with strategic goals and manage cross-team collaboration.
 - Progress monitoring: Track project timelines and deliverables, providing regular updates to leadership and stakeholders.
 - Event coordination: Plan and execute major events, conferences, workshops, training sessions, and team-building activities. Ensure events are aligned with project goals and deliver value to participants.
- **Property and Facilities Support**
 - Site operations support: Support the day-to-day operational management of SKA-Low facilities across Perth and Geraldton. Address emerging issues promptly and in alignment with health, safety, and environmental requirements.
 - Facilities liaison: Liaise with internal facilities and logistics teams to identify and respond to operational requirements. Lead facilities work in the Science Operations Centre.
 - Space and resource planning: Support space and resource planning activities to ensure the optimisation of office spaces and resources to support both current and future needs across SKA-Low locations.
- **General**
 - Adhere to the spirit and practice of CSIRO's and SKAO's Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.
 - 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.
 - Other reasonable duties as directed.

Selection Criteria

Essential

Under CSIRO policy only those who are able to demonstrate how they can meet the essential criteria may be appointed.

- **Qualifications and Experience:** A tertiary qualification in a relevant discipline and demonstrated experience coordinating administrative operations, stakeholder engagement, and supporting business enabling functions.
- **Leadership and Stakeholder Management Experience:** Proven ability to manage stakeholder relationships in a global multi-partner science organisation, including preparing briefing materials and supporting strategic alignment.
- **People Management Expertise or Aptitude:** Able to demonstrate experience or aptitude as a line manager, including setting clear expectations, managing workloads, and supporting professional development. Ability to lead a geographically distributed team, fostering a collaborative and accountable team culture.
- **Strategic Thinking, Problem Solving, and Project Delivery:** Proven ability to identify operational challenges within a multi-partner global science collaboration and implement practical solutions that improve efficiency and service delivery. Experience in managing projects, tracking progress, and making timely interventions to meet objectives.
- **High-Performance Culture Expertise:** Demonstrated commitment to continuous improvement, including the implementation of systems and workflows that support productivity and compliance. Experience promoting inclusive, safe, and values-driven workplace practices.

Desirable

- **Project Management Experience:** Experience in project management with a proven track record of successfully managing timelines, budgets, and risks.
- **Health & Safety Knowledge:** Understanding of health and safety principles, risk management, and incident response protocols.

Not sure if you need 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:** 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:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
- **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:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
- **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.

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 email George.simpson@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](#), 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](#) and [career development](#) opportunities. To learn more, visit [Careers at CSIRO](#).

We celebrate the uniqueness of our workforce and are committed to creating [diverse and inclusive teams](#) 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.

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 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.

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](#).

CSIRO and SKAO Values

Visit [CSIRO Online](#) and [Space and Astronomy](#) and [SKAO online](#) and [SKAO Location](#) for more information. In your application and at interview you will need to demonstrate behaviours aligned to our values of:

CSIRO	SKA Observatory
<ul style="list-style-type: none">• People First• Further Together• Making it Real• Trusted	<ul style="list-style-type: none">• Diversity and Inclusion• Excellence• Collaboration• Creativity and Innovation• Sustainability and Safety