# Administrative Services – CSOF3

Role summary for potential applicants

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| Advertised Job Title**:** | Administration Assistant – Health and Biosecurity  |
| Reference Number**:** | 46441 |
| Classification**:** | CSOF3 |
| Salary Range: | AU $61K to AU $78K plus up to 15.4% superannuation |
| Location**:** | Herston Brisbane Queensland |
| Tenure: | Indefinite |
| Relocation assistance**:** | Will be provided, within Australia, to the successful candidate if required. |
| Applications are open to: | Australian/New Zealand Citizens and Permanent Residents Only |
| Functional Area**:** | Administrative Services |
| % Client Focus - Internal: | 100% |
| % Client Focus - External: | 0% |
| Reports to the: | Research Director |
| Number of Direct Reports: | 0 |

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| **Role Overview:** |
| This role provides administrative assistance and support to the Research Director and Research Program Staff of the Australian e-Health Research Centre. The role involves providing high level administrative support, event & function co-ordination, and reporting and communications management. The position will present daily challenges which reflect the dynamic nature of our business and enable you to display your initiative, attention to detail and adaptability. |

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| **Duties and Key Result Areas:** |
| Issues Management* Provide practical support to the Research Director, dealing with issues and interactions with key stakeholders and external parties, including the Board of the Australian e-Health Research Centre.
* Ensure prioritised issues for the Directors’ attention are effectively managed
* Prepare and review correspondence and reports that deal with routine matters
* Monitor and follow up on issues that need to be drawn to the Directors’ attention in a timely manner

Coordination* Coordinate material needed for reviews, reports or to respond to information requests
* Event and function co-ordination, including the annual e-Health Research Colloquium
* Support the maintenance and update of the AEHRC website
* Manage administrative projects or issues as necessary (e.g. scholarship program, visiting scientists, publication records)
* Coordinate internal and external meetings or other events, including booking rooms, resources, travel, transport, equipment and catering
* Prepare meeting minutes and initiate follow-up action
* Provide general administrative support for program, group and team activities

Compliance* Establish and maintain electronic records
* Maintain registers/logs related to specific operational requirements relevant to Research Programs’ operations
* Keep registers up to date

Communication* Draft routine responses and correspondence, and monitor follow-up actions
* Develop and maintain functional networks to facilitate effective operations
* Participate in Admin support group meetings
* Prepare technical documents and presentation material

Travel* Prepare domestic and international travel arrangements for the Research Director and visitors as required
* Acquit travel expenses and reconcile credit card statements, process payments and raise invoices as required

Office Efficiency* Maintain office supplies and equipment for the site and program
* Act as main admin contact for site
* Perform induction and separation tasks for staff/students/visitors

HSE* Coordinate HSE matters (e.g. safety contacts) on behalf of the site

Other duties as directed by line management ie. reception relief, cover for absences, etc. |

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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed****Essential Criteria:***1. Demonstrated experience in providing administrative support to a Senior Manager or business area in a fast paced and complex environment.
2. Demonstrated proficiency in Microsoft applications including Word, Excel, PowerPoint, Outlook, to manage workflow processes and on-line transactions.
3. Demonstrated ability to work effectively in a team, positively contributing to the team environment.
4. Demonstrated ability to clearly convey information and ideas, and establish effective interpersonal relationships with a wide variety of people.
5. Strong organisational skills, able to prioritise demands, and escalate issues when required
6. Demonstrated ability to professionally handle sensitive and confidential information, and use appropriate judgment and discretion.
7. Demonstrated ability to manage competing demands; establish priorities; organise tasks and meet deadlines.
8. Ability to quickly adapt to technological, structural and procedural changes and maintain professionalism and flexibility.

***Preferred Criteria:***1. Proficiency in SAP

**CSIRO Values:**As Australia’s Innovation Catalyst, CSIRO has strategic actions underpinned by behaviours aligned to Excellent science, Inclusion, trust & respect, Health, safety & environment and Deliver on commitments.  In your application and at interview you will need to demonstrate alignment with these behaviours.  |

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| **Other Information:** |
| **How to Apply**Please apply for this position online at [www.csiro.au/careers](http://www.csiro.au/careers). Please provide enough information relevant to the selection criteria for this position to enable the assessment panel to determine your suitability, and upload one document containing your CV/resume and cover letter. Please DO NOT attach any "additional or eligibility: documents as these are not automatically included in the documentation accessible by the selection panel. If you experience difficulties applying online call 1300 984 220 and someone will be able to assist you. Outside business hours please email: csiro.careers@csiro.au. **Referees**: If you do not already have the names and contact details of two previous supervisors or academic/ professional referees included in your resume/CV please add these before uploading your CV.**Contact:** If after reading the selection documentation you require further information please contact: Laurie Mackenzie email: Laurie.Mackenzie@csiro.au or phone: +61 7 3327 4469 . Please do not email your application directly to Laurie Mackenzie. Applications received via this method will not be considered.We work flexibly at CSIRO, offering a range of options for how, when and where you work. Talk to us about how this role could be flexible for you. Find out more! [CSIRO Balance](https://www.csiro.au/en/Careers/A-great-place-to-work/Work-life-balance)**About CSIRO**Australia is founding its future on science and innovation. Its national science agency, the Commonwealth Scientific and Industrial Research Organisation (CSIRO) is a powerhouse of ideas, technologies and skills for building prosperity, growth, health and sustainability. It serves governments, industries, business and communities across the nation. Find out more! [www.csiro.au](http://www.csiro.au). **CSIRO Health & Biosecurity** helps to protect Australia from biosecurity threats and risks posed by serious exotic and endemic pests and pathogens. We're strengthening Australia’s biosecurity system with targeted research to tackle major pest and disease threats; quantifying the risk offshore, enhancing surveillance and detection systems and providing smart, cost effective responses to deal with exotic, emerging and established pests and diseases on shore. Find out more at: <http://www.csiro.au/en/Research/BF/About> |