# Administrative Services – CSOF5

Role summary for potential applicants

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| Advertised Job Title**:** | Business Operations Coordinator - High Resolution Plant Phenomics Centre |
| Reference Number**:** | 52246 |
| Classification**:** | CSOF5 |
| Salary Range: | AU $95K to AU $103K plus up to 15.4% superannuation |
| Location**:** | Black Mountain, ACT |
| Tenure: | Specified Term of 18 months |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | Australian Citizens and Permanent Residents Only |
| Functional Area**:** | Administrative Services |
| % Client Focus - Internal: | 40% |
| % Client Focus - External: | 60% |
| Reports to the: | HRPPC Director |
| Number of Direct Reports: | 2 |

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| **Role Overview:** |
| The role of Administrative Staff in CSIRO is to provide administrative, coordination 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 business units to achieve their objectives and meet Government and regulatory responsibilities. The role will be part of the High Resolution Plant Phenomics Centre (HRPPC). The HRPPC is a world-class plant analysis facility hosted at CSIRO, Black Mountain in Canberra, ACT. It provides a new set of tools for Australian and international plant scientists to explore plant gene function and develop higher-yielding crops better suited to current and future environmental challenges. The centre exploits recent advances in robotics, imaging and computing to enable sensitive, high throughput analyses to be made of plant growth and function.The role will work in a cooperative partnership with the Business Support Coordinator to support the HRPPC Director and the Australian Plant Phenomics Facility’s Executive Management Committee. This will ensure the HRPPC’s strategic direction remains on target and meet milestones within strict timeframes through the coordination of operations for the facility. The Business Operations Coordinator will work collaboratively with the Business Development Team within the Agriculture & Food Business Unit on the development of new business opportunities. In particular, increasing our engagement with industry and other end users of research as well as enhancing commercial returns from research. Please note that the role requires travel on an ad-hoc basis.  |

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| **Duties and Key Result Areas:** |
| * Provide operational advice to the HRPPC Director, HRPPC staff, board members and other stakeholders (including CSIRO Group Leader and Research Director) to support their decision making on HRPPC policy and strategy.
* Work supportively with the HRPPC Director, Business Support Coordinator, Team and Platform Leaders to ensure the successful operation of the HRPPC to meet Australian Government National Collaborative Research Infrastructure Strategy (NCRIS) and CSIRO requirements and expectations (compliance, reporting, due diligence).
* Coordinate the workload for the business support team (encompassing the Business Operations Coordinator, Business Support Coordinator and Technical Services Coordinator) to ensure the HRPPC are on target to meet milestones for the program.
* Optimise processes to engage centre clients and streamline access to the facility with the provision of making the process as efficient as possible. This will underpin the basis of the provision of services to clients.
* In collaboration with the Business Development Team within the Agriculture & Food Business Unit, develop and implement strategies to improve the HRPPC’s ongoing engagement with industry and other end users of the research.
* Keep track of the balance for HRPPC’s budget and work in partnership with the HRPPC Director to prepare budgetary options to meet current and future objectives. This includes how to transition from one operational budget to another.
* Implement effective and integrated business and reporting procedures and systems that are aligned with CSIRO and NCRIS policies and reporting requirements.
* Work in partnership with the HRPPC Director to prepare funding applications and implementation plans.
* Work in close collaboration with the Business Development Team within the Agriculture & Food Business Unit to develop and implement commercialisation and marketing strategies, and to identify new opportunities and build relationships that develop new avenues for maximising the impact of the national facility.
* Interact with the senior management team to provide feedback received from clients regarding areas such as delivery, quality, and accounts. Work with the operations team to address and implement improvements identified.
* Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work as an autonomous member or leader of an often regionally dispersed team, taking responsibility for team outcomes, carrying out administrative tasks and providing executive assistance to senior and executive, scientific and general management.
* Work collaboratively with colleagues within your team, the business unit and across CSIRO, to reach objectives, representing CSIRO at external and internal forums.
* Generate improved solutions to complex problems and resolve complaints using creativity, reasoning and past experience.
* Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.
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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed****Pre-Requisites:***1. **Education/Qualifications:** Bachelor or Master Degree in Business Administration or equivalent or solid experience in an equivalent area.
2. **Communication:** Excellent written and oral communication skills, including the ability to clearly and succinctly convey information and ideas to individuals and groups.
3. **Collaboration:** A history of professional and respectful behaviours and attitudes in a collaborative environment and capability to facilitate successful interactions at external and internal forums.
4. **Adaptability:** Demonstrated ability to deal with ambiguity and adapt to changing circumstances and new responsibilities.
5. **Problem Solving:** Proven ability to investigate underlying issues of complex and ill-defined problems and develop appropriate responses through abstract thinking and using creative solutions.

***Essential Criteria:***1. Strong background and experience in business, financial and operations management in a service environment.
2. Demonstrated experience in project development, management and evaluation of project outcomes.
3. Proven ability to actively contribute to the development, implementation and evaluation of strategic frameworks, policies and procedures.
4. The ability to adapt quickly and support fellow team members during times of change to improve performance by maintaining a constructive, outcome based focus and a harmonious, positive team environment.
5. Ability to demonstrate a general understanding of intellectual property and legal contract issues in how they relate to the operations of a facility.

**Desirable Criteria:**1. Previous experience in research environment and/or related industry.
2. Previous experience using JIRA software.

**As Australia’s Innovation Catalyst, CSIRO has strategic actions underpinned by behaviours aligned to**:* Excellent science
* Inclusion, trust & respect
* Health, safety & environment
* Delivery on commitments.

**In your application and at interview you will need to demonstrate alignment with these behaviours.*****Special requirements:***Willingness and ability to undertake interstate travel on an ad-hoc basis. |

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| **Other Information:** |
| **How to Apply**Please apply for this position online at <https://jobs.csiro.au/> and enter requisition number **52246**. Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’) Please load your CV (Maximum 2MB). You may also be required to respond to some screening questions.  If you experience difficulties applying online call 1300 984 220 for assistance. Outside Australian business hours please email: csiro-careers@csiro.au. **Referees**: Please provide contact details of two previous supervisor or academic/professional referees in your resume/CV. We will ask your permission before making contact. **Contact:** If after reading the selection documentation you require further information please contact:Dr Xavier Siraultvia email: xavier.sirault@csiro.au or phone: +61 2 6246 4952Please do not email your application directly to Dr Sirault. Applications received via this method will not be considered.**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). 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) **CSIRO Agriculture and Food** is helping Australian farmers and industry improve productivity and sustainability across the agriculture sector. We work directly with farmers and related industries to help us understand the challenges agricultural businesses face, develop a shared vision of how science can make the greatest difference and ultimately deliver practicable solutions.For more information on CSIRO Agriculture and Food, visit <http://www.csiro.au/en/Research/AF> **High Resolution Plant Phenomics Centre** is the Canberra node of the Australian Plant Phenomics Facility, a government funded (NCRIS) infrastructure facility designed to overcome the bottleneck that has developed between plant functional genomics and modern breeding technologies. |