# Research Projects – CSOF4

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| Advertised Job Title**:** | Program Support Officer – Coasts Program |
| Reference Number**:** | 52783 |
| Classification**:** | CSOF4 |
| Salary Range: | AU $80,833 to AU $91,451 plus up to 15.4% superannuation |
| Location**:** | Brisbane, QLD |
| Tenure: | Specified term of 3 years |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | Australian Citizens and Permanent Residents Only |
| Functional Area**:** | Research Projects |
| Reports to the: | Coasts Program Research Director |
| Number of Direct Reports: | 0 |

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| **Role Overview:** |
| The Research Program Support Officer will provide high level operational support to the Coasts Program. The role will primarily support the Research Director and Leadership team on various research program activities and will be required to work effectively across the Program, establishing effective relationships with staff and stakeholders. A key aspect of the role will be supporting the delivery of the Coastal Program strategy.  The role will also support Executive Officers from several CSIRO Business Units including Oceans & Atmosphere, Land & Water, Energy, Agriculture & Food and Data61; and the Energy Environments & Resources Group Executive Officer in the development of a CSIRO Climate Strategy and coordinating input from across CSIRO to support this. |

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| **Duties and Key Result Areas:** |
| |  | | --- | | The Research Program Support Officer will:   * Provide high level programme and operational support to the Coasts Program Director, Leadership team, and the Coasts Program more broadly. * Provide a point of contact for external queries into Coasts Program, synthesise complex information, proactively identify issues, consider options and provide advice and support to the Program Director. * Support the Coasts Program Leadership team in implementing the Program’s Strategy, including supporting the development of a clear path-to-impact; and supporting the refinement and updates of the Strategy as needed. * Provide high-level operational and secretariat support for partner, stakeholder and client meetings and/or workshops (requiring domain knowledge across climate, oceans and atmospheric research). * Support the Coasts Program Director, and the Coasts Program Leadership team, in preparing materials that draw on our research, such as syntheses, reviews, summaries and progress reports, as required by the BU, CSIRO, nationally and globally and in response to information requests. * Prepare a range of strategic communications and provision of advice and support on complex issues in a rapidly changing environment. * Assist project leaders, and the Coasts Program Leadership team as appropriate, with the scoping, design and development of projects to ensure fitness for purpose, focus on science outcomes, key project deliverables, and interactions with external stakeholders. * Provide an interface and key point of contact between areas of support and Coasts Program Leadership. * Work cooperatively with internal CSIRO stakeholders, and communicate effectively to enhance coordination across the Coasts program. * 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. | |
| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed*  ***Pre-Requisites:***   * **Education/Qualifications:** Relevant Bachelors/Masters Degree in environmental science or equivalent experience in a project management or business role. * **Communication:** Excellent communication skills, both written and oral, including the ability to anticipate the interests and knowledge level of an audience and present information and feedback accordingly**.** * **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment, and strong interpersonal skills. * **Adaptability:** The ability to effectively manage a number of competing priorities simultaneously, and carry out non-routine tasks under limited direction. * **Problem Solving:** Proven ability to investigate underlying issues of complex and ill-defined problems and develop appropriate responses by adapting/creating and testing alternative solutions**.**   ***Essential Criteria:***   1. Sound knowledge of project management systems and demonstrated ability to establish and maintain records and monitor and report on project delivery. 2. The ability to build strong and productive working relationships with others to create a proactive, solutions-oriented environment of practical solutions to solve key issues. 3. Excellent organisational skills with a demonstrated ability to independently manage competing complex demands; establish or renegotiate priorities; and meet deadlines, including the ability to effectively adapt in ambiguous, urgent and/or complex situations where information is incomplete or not available. 4. Ability to collect data, conduct information searches, analyse results, and prepare summary reports and presentations. 5. The ability to work effectively as part of a multi-disciplinary, regionally dispersed team, yet judgement to act discretely and independently where appropriate.   **Desirable Criteria:**   1. Experience in natural resource management, as demonstrated by a Bachelor’s degree or equivalent experience. 2. Experience in organising scientific meetings and conferences with modern support technology.   **CSIRO is a values based organisation. You will need to demonstrate behaviours aligned to our values of:**   * Integrity of Excellent Science * Trust & Respect * Creative Spirit * Delivering on Commitments * Health, Safety & Sustainability |

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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). You may be asked to provide additional information (online) relevant to the selection criteria. If so, then responding will enhance your application so please take the time to provide relevant succinct answers.  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 or email:  [csiro-careers@csiro.au](mailto: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 position details above you require more information please contact:  Dr Lesley Clementsonvia email: [Lesley.Clementson@csiro.au](mailto:Lesley.Clementson@csiro.au)  Please do not email your application directly to Dr Clementson. Applications received via this method may not be considered by the selection panel.  **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’s Ocean and Atmosphere** research is uniquely placed to deliver significant economic, social and environmental benefits for Australia and the region. We seek to secure Australia’s future through our seas and skies. Find out more at: <http://www.csiro.au/en/Research/OandA/About> |