Administration Coordinator – CSOF3

Role summary for potential applicants

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| Advertised Job Title**:** | Product, Program & Marketing - Administration Coordinator |
| Reference Number**:** | 35683 |
| Classification**:** | CSOF3  |
| Salary Range: | $59,636 to $75,900 plus up to 15.4% superannuation  |
| Location**:** | Canberra CRL, ACT (**Please note:** This role will be held initially at Canberra City and moving to Acton thereafter.) |
| Tenure: | 2 year specified term appointment |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | * Australian/New Zealand Citizens & Australian Permanent Residents

*For Specified Term positions, we will accept applications from Temporary Residents with working rights for the length of the term, who do not require sponsorship.* |
| **Functional Area:** | Administrative Services |
| Reports to the: | Group Leader, Data61 |
| Number of Direct Reports: | 0 |

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| **Role Overview:** |
| Data61 is the largest data innovation group in Australia. Bringing together CSIRO’s Productivity team and National ICT Australia (NICTA). We are unrivalled in our intellectual capital and our network with the global technology marketplace. The combined group will bring together approximately 600 research staff working in digital technologies to create benefit for Australia. Data61 will continue to develop Australia’s future leaders with its strong 300+ PhD student program in collaboration with our best universities across Australia.The Product, Program & Marketing (PPM) team leads the product management, program delivery and marketing function within Data61, providing strategic leadership across other functions including the development if strategic roadmaps and identification of thematic areas to focus research outcomes. The role of Product, Program & Marketing Coordinator is to provide administrative and management services to support the effective provision of PPM activities. This involves the development and implementation of systems and procedures that assist the team to achieve their objectives. The successful Administration Coordinator will have strong communications and engagement skills, demonstrated experience in event management and a strong customer focus. The role requires high levels of team work, collaboration, cooperative problem solving, initiative and independence and will contribute to a team effort by working closely with administrative support and marketing teams as well as supporting PPM leaders. This role may also require occasional work outside normal working hours to facilitate the coordination of events and/or meetings. |

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| **Duties and Key Result Areas:** |
| **Support** * Provide support as needed in day-to-day operational and strategic activities.
* Provide support in managing pipeline of events for potential sponsorship and participation.
* Work proactively as part of an often regionally dispersed team, to carry out administrative tasks and provide personal assistance, under the general direction of senior staff.
* Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of Data61’s reputation.
* Work collaboratively with colleagues within your team, the business unit and across Data61, to reach objectives.
* Provide assistance with other team members to complete allocated tasks and activities.
* Provide instruction on activities pertaining to the immediate work area and responsibilities, as required and provide training to other staff.
* Generate improved solutions in work situations, trying creative ways to deal with problems and opportunities.

**Issues Management*** Provide practical support to the Director(s) on dealing with issues and interactions with key stakeholders and external parties
* Ensure prioritised issues for the Director(s) 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 Director’s attention in a timely manner

**Coordination*** Coordinate material needed for reviews, reports or to respond to information requests
* Manage or contribute to 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 document management systems in accordance with CSIRO’s record management standards
* Maintain registers/logs related to specific operational requirements relevant to Data61 operations

**Communication*** Draft routine responses and correspondence, and monitor follow‐up actions
* Develop and maintain functional networks to facilitate effective operations
* Prepare or assist in the preparation of technical documents and presentation material

**Diary Management*** Assist the Director(s) to manage email, prioritise tasks and meet deadlines
* Resolve conflicting appointments and deadlines

**Travel*** Assist in or coordinate domestic and international travel arrangements for the Director(s) and other program/function/site staff 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/office/unit
* Maintain (site) vehicle pool by scheduling maintenance, record usage for charge‐back journals, and managing bookings

**HSE*** Coordinate HSE matters (e.g. safety contacts) on behalf of the Director(s)
* Other duties as directed by line management ie. reception relief, cover for absences, etc.

**Please note:** This role will be held initially at Canberra City and moving to Acton thereafter.  |

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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed****Pre-Requisites:***1. **Education/Qualifications:** A relevant Certificate or tertiary qualification and/or relevant work experience.
2. **Communication:** The ability to clearly convey information and ideas, select the most appropriate method of communication, and establish effective interpersonal relationships with key internal and external stakeholders.
3. **Behaviours:**  A history of professional and respectful behaviours and attitudes in a collaborative environment.
4. **Adaptability:**  Demonstrated ability and willingness to change ideas, try different approaches and maintain professionalism and flexibility.
5. **Problem Solving:** Proven ability to investigate routine problems by identifying and considering the implications of a range of available alternative solutions.

***Essential Criteria:***1. Demonstrated proficiency in Microsoft application including Word, Excel, Access, PowerPoint, Outlook, Project and in using record management and travel system.
2. Ability to work independently under limited direction but also effectively with a small team to ensure all tasks are organised and followed up.
3. Well-developed interpersonal skills and ability to communicate accurately, effectively and to convey information and ideas both orally and in writing with key internal and external stakeholders.
4. Advanced time management and organisational skills, with particular attention to detail, proven ability to establish priorities for managing multiple tasks and deadlines, cope with pressure and maintain a flexible approach.
5. Evidence of ability to anticipate needs and use initiative, judgement and tact and maintain strict confidentiality.

**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

Data61 is a values based organisation. Our leaders will be expected to demonstrate the following values: **Hierarchy**: Country, Company, Team, Individual**Openness**: Open debate, collaboration, full commitment**Learning**: Calculated risks, institutionalise learning, fast cadence**Impact**: Tackle hard problems, create the future, focus on outcomes**Stewardship**: Lead, make each function and co. stronger over time |

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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 will need to upload your cover letter and resume/CV as one document, expressing your interest in the role and broadly addressing your suitability. Please provide sufficient relevant information to enable the selection panel to assess your suitability. Should your application proceeds to the next step, you may be asked to provide additional information.If you experience difficulties applying online call 1300 984 220 and someone will be able to assist you. Outside business hours please email: careers.online@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: Ms Tiffany Karitzisvia email: Tiffany.Karitzis@csiro.au Please do not email your application directly to Ms Karitzis. 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). **Data61** is the largest data innovation group in Australia. Bringing together our Digital Productivity team and National ICT Australia (NICTA), we are unrivalled in our intellectual capital and our network with the global technology marketplace. Find out more! <http://www.csiro.au/en/Research/D61> |