Administrative Services – CSOF3



Role summary for potential applicants

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| **Advertised Job Title:** | Support Officer to CEO’s Executive Assistant |
| **Reference Number:** | 38258 |
| **Classification:** | CSOF3 |
| **Salary Range:** | $59,636 to $75,900 plus up to 15.4% superannuation |
| **Location:** | Eveleigh, Sydney, NSW |
| **Tenure:** | 2 year term |
| **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:** | Executive Assistant to the CEO |
| **Number of Direct Reports:** | 0 |

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| **Role Overview:** |
| Data61 is the largest data innovation group in Australia. Bringing together the CSIRO’s Digital Productivity 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 role of Administrative Staff in CSIRO is to provide administrative 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.  This is a new role, providing administrative support to Data61’s Executive Assistant. The role requires a strong team player with high levels of professionalism and flexibility. |
| **Duties and Key Result Areas:** |
| * Communicate effectively and respectfully with all staff, clients and partners. * Work proactively and responsively as part of a small team, under the direction of the Executive Assistant to carry out administrative tasks such as, |

* Perform intricate calendar management for the CEO; co-ordinate meetings in a way that ensures maximum productivity
* Welcome guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.
* Arrange room bookings and catering
* Travel and accommodation bookings for the CEO and board members
* Credit card reconciliation
* Reporting as required
* Printing and filing.
* Work collaboratively with other staff in Data61 and more broadly, across CSIRO and its clients and partners.
* Provide relief to the CEO’s Executive Assistant in times of high work demand and absences.
* Generate improved solutions in work situations, using creative ways to deal with problems and opportunities.
* Adhere to the spirit and practice of 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 pre-requisites and essential criteria can be appointed*  ***Pre-Requisites:***   * A relevant certificate, tertiary qualification and/or relevant work experience in business or administration. * A history of professional and respectful behaviours and attitudes in a collaborative environment.   ***Essential Criteria:***   1. Demonstrated experience in providing secretarial or administrative support to a line manager and/or team in a fast paced and complex environment. 2. Demonstrated proficiency in Microsoft applications including Word, Excel, PowerPoint, Outlook and in using enterprise wide business systems (for example TRIM, SAP and/or ePublish) to manage workflow processes and on‐line transactions. 3. Demonstrated ability to clearly convey information and ideas, and establish effective interpersonal relationships with a wide variety of people 4. Strong organisational skills, able to prioritise demands, and escalate issues when required 5. Demonstrated ability to professionally handle sensitive and confidential information, and use appropriate judgment and discretion. 6. Ability to quickly adapt to technological, structural and procedural changes, try different approaches, and maintain professionalism and flexibility. 7. The ability to work effectively in a team, proactively seeking and considering ideas of others whilst positively contributing to the team environment. |

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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](mailto: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: Mary.Goh via email: [mary.goh@csiro.au](mailto:mary.goh@csiro.au) or phone: 02 9372 4200  Please do not email your application directly to Mary Goh. Applications received via this method will not be considered. About CSIRO At CSIRO, we do the extraordinary every day. We innovate for tomorrow and help improve today – for our customers, all Australians and the world.  Our innovations contribute billions of dollars to the Australian economy every year. As the largest patent holder in the nation, our vast wealth of intellectual property has led to more than 150 spin-off companies.  With more than 5,000 experts and a burning desire to get things done, we are Australia’s catalyst for innovation.  CSIRO. We imagine. We collaborate. We innovate. Find out more! [www.csiro.au.](http://www.csiro.au/)  **Data61** is the largest data innovation group in Australia. Bringing together CSIRO’s Digital 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 brings 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 the best universities across Australia.  Find out more! <http://www.csiro.au/en/Research/D61> |