# Administrative Services – CSOF3

Role summary for potential applicants

|  |  |
| --- | --- |
| Advertised Job Title**:** | Administrative Support Officer |
| Reference Number**:** | 49051 |
| Classification**:** | CSOF3 |
| Salary Range: | AU $61,425 to AU $78,177 plus up to 15.4% superannuation |
| Location**:** | Hobart TAS |
| Tenure: | Indefinite |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Functional Area**:** | Administrative Services |
| % Client Focus - Internal: | 80% |
| % Client Focus - External: | 20% |
| Reports to the: | MNF Science Operations Manager |
| Number of Direct Reports: | 0 |

|  |
| --- |
| **Role Overview:** |
| Funded by the Australian Government since 1984, the Marine National Facility (MNF) provides a keystone element of the nation’s research infrastructure by providing the only blue-water research capability available to Australian marine researchers and their international collaborators for work in Australia’s vast marine estate. Access is provided through an independent and peer reviewed applications process focused on scientific and/or technical excellence, the potential to contribute to Australia’s national benefit and the ability of the research team. This ensures research undertaken through the MNF is specifically selected for excellence and contribution to Australia’s national benefit, and provides key information to government, industry and other stakeholders to support evidence-based decision-making focused on research challenges in fisheries management, geological resources, regional and global climate, coastal and offshore developments and marine operations.  Owned and operated by CSIRO and overseen by an independent Steering Committee, the MNF is managed as a CSIRO Business Unit through a small team in Hobart known as the Ships Management Group. Led by the MNF Director, the Ships Management Group is responsible for governance committee support and policy development. The team manages a marine industry ship management contract for the crewing and maintenance of RV Investigator and a service level agreement within CSIRO for the provision of technical support and data management for MNF scientific equipment. Major functions include the management of an independent applications for sea time process, ship scheduling and the operational planning, implementation and oversight of MNF multi-disciplinary blue-water marine research voyages.  The Administration Support Officer will work as part of the Ships Management Group in the Operations team to support the operational requirements of managing multi-disciplinary blue-water research voyages on RV Investigator. They will work collaboratively with the Ships Management Group, research vessel users and the ship management contractor with an emphasis on voyage documentation and the provision of administrative support more generally. |

|  |
| --- |
| **Duties and Key Result Areas:** |
| * Working collaboratively with internal and external stakeholders. * Provision of high level administrative support to the MNF Operations Teams to assist the delivery of voyages on Investigator. * Be able to provide backup to operations team in respect to voyage planning where required. * Working flexibly, positively and co-operatively as a member of the MNF team, using shared resources and seek advice as required. * Actively participate and contribute to create an environment of continuous improvement to business processes and practices and identify ways of exceeding customer service expectations * Communicate openly, 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 part of a multi-disciplinary, often regionally dispersed team, to carry out tasks under limited direction in support of successful and safe voyages. * Develop and maintain well organised records, files and data systems. * Manage databases and complex MS Project templates * Allocate activities, direct tasks and manage resources to meet scheduled deadlines. * Adhere to the spirit and practice of CSIRO's Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals. * Any other duties within the scope of this position that may arise from time-to-time, for which the incumbent holds the skills and abilities to perform. |

|  |
| --- |
| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed*  ***Pre-Requisites:***   1. Demonstrated experience and knowledge in planning and organising complex marine research voyages and a willingness to provide backfill where required. 2. The ability to obtain a Maritime Security Identification Card. 3. Strong administrative skills including proficiency in computer software systems, including the MS Office suite of services, MS Project and SharePoint.   ***Essential Criteria:***   1. Demonstrated ability to collaborate in a dynamic team environment, to coordinate provision of the logistical, operational and technical requirements necessary to support research voyage operations. 2. Demonstrated experience in developing and implementing new systems and processes towards continuous improvement. 3. Superior communications skills to engage with a wide range of stakeholders to ensure operational outcomes with a high level of accuracy and attention to detail. 4. Highly developed time management and organisational skills with the ability to prioritise demands, and escalate issues as appropriate; managing multiple tasks and deadlines.   ***Desirable Criteria:***   1. Well-developed problem-solving skills and an ability to integrate complex information from multiple sources.   **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.** |

|  |
| --- |
| **Other Information:** |
| **How to Apply**  Please apply for this position online at <https://jobs.csiro.au/> and enter requisition number **49051**. 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.  Where text responses are required, to avoid being timed out of the system we recommend that you prepare your responses off line and paste them into the appropriate spot prior to submitting your application.  If you experience difficulties applying online call 1300 984 220 for assistance. Outside Australian business hours please 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:  **Mr Don McKenzie**via email: Don.Mckenzie@csiro.au or phone: **03 6232 5234**  Please do not email your application directly to Mr McKenzie. 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 National Collections & Marine Infrastructure**  Through CSIRO’s National Collections and Marine Infrastructure (NCMI) business unit we manage collections of plants and animals of Australian and International significance, and operate the Marine National Facility on behalf of Australia. |