# Position Details

*Project Officer (ADACS)*

## Administrative Services – CSOF4

The following information is for applicants

|  |  |
| --- | --- |
| Advertised Job Title**:** | Project Officer (ADACS) |
| Job Reference: | 59599 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | [ ]  Australian Citizens Only[x]  Australian/New Zealand Citizens and Australian Permanent Residents Only* [ ]  All Candidates
 |
| Percentage of Client Focus - Internal: | 80% |
| Percentage of Client Focus - External: | 20% |
| Reports to the: | Director of Strategic Projects & Engagement |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries : | Jenni Harrison - email: jenni.harrison@csiro.au |
| Contact Details For Applying: | Call 1300 984 220 or email careers.online@csiro.au  |
| How to Apply: | Please apply online at [jobs.csiro.au](https://jobs.csiro.au/) and enter the requisition number**.** Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’)  |

## Role Overview:

The Pawsey Supercomputing Centre (Pawsey) is an $150M investment by the Australian Government in the National Research Infrastructure program, to develop a supercomputing and data intensive science capability for general science but with a particular focus on support for radio astronomy and the Square Kilometre Array precursor telescopes as well as geosciences, minerals and resources research. Pawsey is a long-standing and successful unincorporated joint venture of the CSIRO, Curtin University, Edith Cowan University, Murdoch University and the University of Western Australia that provides services in the areas of supercomputing, data management and analysis, and visualisation.

Administrative staff in CSIRO provides 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.

The Project Officer will provide administrative and day to day management to support projects in the centre, including ADACS. The Project Officer will work with staff from across the centre, supporting data sciences in astronomy as well as in other key areas. The project officer will track the ADACS budget, track deliverables, produce accurate reports, schedule and attend regular meetings as part of the national team. The project officer will also work directly with the Director of Strategic Projects and Engagement in the coordination of various engagement activities and outreach events.

## Duties and Key Result Areas:

* Provide a project support service to the Director under limited supervision including:
* Tracking of the ADACS project budget
* Monitoring the delivery of KPIs
* Updating the risk register
* Assisting with the development of the ADACS Business Plan
* Coordinating and delivering quarterly reports
* Managing meetings (including arrangement, recording details)
* Leading the organisation of national events (for Pawsey ADACS)
* Updating reports for the Pawsey Board as required
* Monitors, tracks and follows up on correspondence
* Assisting Financial Services with the administration of invoicing relating to ADACS
* Working with the Director of Strategic Projects and Engagement in the coordination of various engagement activities and outreach events
* Communicating openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Working collaboratively as part of a multi-disciplinary, often regionally dispersed research team, and business unit to carry out tasks in support of CSIRO’s scientific objectives.
* Adhering to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## Competencies:

1. **Teamwork and Collaboration: Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.**
2. **Influence and Communication: Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.**
3. **Resource Management/Leadership: Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.**
4. **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
5. **Independence: Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).**
6. **Adaptability:** Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

## Essential Criteria:

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. Relevant tertiary qualifications and/or demonstrated equivalent experience in project administration/management
2. Demonstrated project administration and management skills
3. Demonstrated ability to work in a diverse, disparate team, under limited supervision providing guidance to the manager
4. Demonstrated ability to manage competing complex demands with a proven ability to meet deadlines
5. Strong organisational, analytical and problem-solving skills
6. Demonstrated ability and willingness to generate solutions to complex problems and resolve issues using creativity, reasoning and experience
7. Knowledge of basic financial tracking and procurement processes
8. Excellent interpersonal skills, able to liaise effectively with senior executives, and stakeholders as well as staff members.
9. Ability to contribute to a positive team environment.

## About CSIRO:

We imagine. We collaborate. We innovate. To find out more visit us [online](http://www.csiro.au/)!