# Administrative Services

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| Advertised Job Title**:** | Administrative Support Officer  |
| Reference Number**:** | 58138 |
| Classification**:** | CSOF3-4 (0.5 FTE) |
| Salary Range: | 50% of AU $ 61,425 to AU $91,451 plus up to 15.4% superannuation |
| Location**:** | Kensington WA and New Norcia\* \*Please note you will be required to perform some duties at New Norcia Ground Station. |
| Tenure: | Indefinite |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian Citizens and Permanent Residents |
| Functional Area**:** | Administrative Services |
| % Client Focus - Internal: | 30% |
| % Client Focus - External: | 70% |
| Number of direct reports: | 0 |
| Reports To: | M+O Manager |

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| **Role Overview:** |
| The New Norcia Ground Station supports ground-based spacecraft telecommunications as part of the European Space Agency’s Tracking Stations Network (ESTRACK), under proposed contractual arrangements between ESA and Commonwealth Scientific Industrial Research Organisation (CSIRO). 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. |
| **Duties and Key Result Areas:** |
| * Provide administrative support to M+O Manager and staff at New Norcia including travel bookings, organising meetings and catering, processing invoices and reimbursements and records management (TRIM).
* Provide support for international visitors and VIPs including logistical arrangements in WA (Perth and New Norcia). In particular, assist with VIP visits to the NNO.
* Provide support for meetings and events including catering, A/V equipment and requisite approvals/licenses.
* Efficiently and accurately record and transcribe detailed minutes for meetings, often with specialised technical content.
* Assist HSE Co-ordinator at New Norcia with maintenance of HSE risk register for NNO, and assist with onsite staff inductions and associated records.
* Assist with purchase of office supplies at NNO, procurement and invoice handling.
* Assist with monthly and financial report preparation.
* Assist with reimbursable budget for procurement of small items.
* Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* 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.
* Provide instruction on activities pertaining to the immediate work area and responsibilities as required and provide training to other staff on expense reconciliation and travel booking.
* 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.
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| **Selection Criteria:** |
| ***Pre-Requisites:***1. **Education/Qualifications:** A relevant certificate or tertiary qualificationor relevant work experience in providing administrative support to technical/research teams.

***Please note:*** *Under CSIRO policy only those who meet all essential criteria can be appointed****Essential Criteria:***1. Demonstrated ability to work effectively with a geographically dispersed team, proactively seeking and considering the ideas of others whilst positively contributing to the team environment.
2. Demonstrated initiative to anticipate, plan for, and coordinate aspects required for effective running of the office. Examples might include travel, new arrivals, upcoming visitors and office resources.
3. Demonstrated experience in arranging and executing VIP visits and executive level meetings.
4. 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. Excellent written and verbal communication and interpersonal skills.
5. The ability to record detailed technical minutes.
6. Demonstrated ability and willingness to generate improved solutions in work situations trying different approaches to deal with problems and opportunities, and to maintain professionalism and flexibility.
7. Competency withPC based applications including MS Office suite, financial management systems, and travel booking management systems.

***Desirable Criteria***1. Experience using records management software, such as TRIM.
2. Knowledge of the administrative environment associated with large international scientific projects such as the SKA and its pathfinders, or another large scientific facility of comparable scale.

***Special requirements:***Appointment to this role may be subject to conditions including security/medical/character clearance requirements. You must also be willing and able to:1. Occasionally work before or after standard working hours to support CASS events if required.
2. Have the ability to travel from Kensington to New Norcia WA (a shared fleet car at specified times will be available)
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| **Other Information:** |
| **To express your interest:** Please go to <https://jobs@csiro.au> and enter reference 58138 and click **Apply**. First create a profile, then upload your resume and cover letter. In your cover letter please tell us how your skills, knowledge and experience meet the selection criteria.If after reading the Position Description you require further information please contact Lesley Kliska at lesley.kliska@csiro.au. Please note: applications sent to Mrs Kliska may not be considered.If you experience difficulties applying online please call 1300 984 220 for assistance or email:   csiro-careers@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)**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.We imagine. We collaborate. We innovate. |