# Administrative Services – CSOF2

Role summary for potential applicants

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| Advertised Job Title**:** | Administrative Officer |
| Reference Number**:** | 53733 |
| Classification**:** | CSOF2 |
| Salary Range: | AU $45k to AU $59k plus up to 15.4% superannuation |
| Location**:** | Black Mountain, Canberra ACT |
| Tenure: | Indefinite OR  Specified Term (12 months) |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | Australian Citizens Only  Australian Citizens and Permanent Residents Only   * All Candidates |
| Functional Area**:** | Administrative Services |
| Number of direct reports: | 0 |
| Reports to the: | ACT Administrative Coordinator |

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| **Role Overview:** |
| 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.  Specifically in this role you will support the ACT Administrative Coordinator and ACT Facility Managers by providing clerical support and undertake a range of administrative tasks. The role will also be required to provide support to the fleet administrator which may involve driving vehicles to and from service centres. We have a number of manual vehicles so a manual driver’s licence is essential. |

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| **Duties and Key Result Areas:** |
| * Undertake a range of administrative and support tasks in accordance with established procedures, including but not limited to document/email management, facilities management and general office operations. * Providing support to the fleet administrator including driving vehicles to and from service centres. * Liaising with staff to review and confirm their work order requests and on occasion lodging their requests on their behalf. * Arranging pre-approved contractors to address work order requests. * Monitor the team’s email inbox, distributing requests appropriately and escalating issues as required. * Record keeping in line with organisation standards using HP Records Manager. * Maintaining contractor details in MEX system. * 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 as part of an often regionally dispersed team, to carry out administrative tasks and provide support under the direction of senior administrative staff. * Work collaboratively with colleagues within your team, the business unit and across CSIRO, to reach objectives. * Provide instruction and assist other staff to complete allocated tasks and activities, as required. * Provide instruction on activities pertaining to the immediate work area and responsibilities, as required. * Generate improved solutions in work situations, trying creative ways to deal with routine problems and opportunities. * 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:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed*  ***Pre-Requisites:***   * **Licence:** Possession of a current manual full motor vehicle driver’s licence. * **Communication:** The ability to listen, interpret and convey information and ideas in a clear, accurate manner and establish effective interpersonal relationships with a wide variety of people. * **Behaviours:** Capable of professional and respectful behaviours and attitudes in a collaborative environment. * **Adaptability:** Capability and willingness to quickly adapt to technological, structural and procedural changes, and maintain professionalism and flexibility. * **Problem Solving:** Capable of investigating clearly defined problems where the alternative solutions are limited and prescribed or apparent.   ***Essential Criteria:***   1. Experience working for a Research and Development organisation. 2. Demonstrated experience and a willingness to undertake a range of administrative support tasks in a general office environment. 3. Proven ability to demonstrate initiative, actively contribute as a team member and share relevant and useful information. 4. An ability to recognise and seek to resolve problems as they arise and escalate issues as required. 5. Demonstrated strong organisational skills and the ability to prioritise demands, accepting personal responsibility for doing the job well. 6. Sound keyboard skills, knowledge of Microsoft Office applications and the ability to become familiar with use of facilities management specific software and systems.   **Desirable Criteria:**   1. Demonstrated experience working in a facilities management environment.   **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.** |

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| **Other Information:** |
| **How to Apply**  Please apply for this position online at <https://jobs.csiro.au/> and enter requisition number 53733. 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.  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 selection documentation you require further information please contact:  Heather Blairvia email: Heather.Blair@csiro.au or phone: 02 6246 4343  Please do not email your application directly to Heather Blair. 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).  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 Business & Infrastructure Services (CBIS)** is charged with managing the provision, maintenance and operation of all CSIRO's scientific and research facilities.  CSIRO has a complex property portfolio of owned and leased facilities that comprise over 1,000 buildings spread across a number of locations. These scientific and research facilities are diverse both in location and type.  CBIS delivers it services through its Enterprise functions, which incorporates strategic, capital and estate issues; while the CBIS teams within each Zone deliver the operational property services. CBIS's strategy and operational activities align with CSIRO's strategic direction and scientific activities. |