# Administrative Services – CSOF2

Role summary for potential applicants

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| Advertised Job Title**:** | Site Attendance Officer (Part-Time) |
| Reference Number**:** | 58846 |
| Classification**:** | CSOF2 |
| Salary Range: | AU $46,918 to AU $60,476 pa (pro-rata) plus up to 15.4% superannuation |
| Location**:** | Australian Animal Health Laboratory, Geelong, VIC |
| Tenure: | 6 months |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | Australian Citizens Only |
| Functional Area**:** | Administrative Services |
| % Client Focus - Internal: | 50% |
| % Client Focus - External: | 50% |
| Reports to the: | Operations Engineer |
| Number of Direct Reports: | 0 |

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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.  The primary role of the Site Attendance Officer (SAO) is to manage real time site access and perform monitoring and operating of the Site Access Control System based on defined protocols. Additionally the role encompasses switch board duties; and routine and ad hoc administrative tasks.  The Site Attendance Officer (SAO) position is a shared position consisting of two, five hour shifts, one in the morning and one in the afternoon on business days only, located at the CSIROs Australian Animal Health Laboratory at Geelong. The positions report to the Operations Engineer.  The current working hours shared between the two site attendance officers are: Early Period: 07:45 to 12:45. Late Period: 12:30 to 17:30  This is a security assessed position and successful applicants will be required to obtain and maintain an NV1 security clearance.  To obtain an Australian Government security clearance you must be an Australian Citizen. Applicants seeking sponsorship or who only hold residency status will not be considered. |

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| **Duties and Key Result Areas:** |
| * Manage real time site access by managing the entry and exit of visitors, couriers and deliveries to site. * Undertake a shift handover at the beginning and conclusion of each shift either with the Central Monitoring Service (CMS) in the morning and evening or the other Site Attendance Officer at 12:30 pm each day. * Record all vehicles left on-site outside normal hours; provide list to CMS at the end of the day. * Assist the CMS with communications in an emergency. * Manage inbound calls to the main telephone line from internal and external stakeholders. * 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 by the General Manager Property Services or his delegate. |

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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed*  ***Pre-Requisites:***   1. **Education/Qualifications:** Experience working in an administration role or similar. 2. **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. 3. **Behaviours:** Capable of professional and respectful behaviours and attitudes in a collaborative environment. 4. **Adaptability:** Willingness to quickly adapt to technological, structural and procedural changes, and maintain professionalism and flexibility. 5. **Problem Solving:** Capable of investigating clearly defined problems where the alternative solutions are limited and prescribed or apparent.   ***Essential Criteria:***   1. Sound written and oral communication skills, with the ability to interact professionally with a broad range of people at all levels. 2. Proven ability to undertake a variety of tasks in an environment with fluctuating periods of workload while meeting deadlines and adapting to new technology and/or procedural changes. 3. Proven ability to work with limited direction, determine priorities and operate both independently and as a member of a small team. 4. The ability to show initiative and work effectively in a team, positively contributing to the team environment. 5. Demonstrated experience with computers and Microsoft Office packages including Outlook, Word and Excel software applications.   **Desirable Criteria:**   1. Previous experience working as a Receptionist in a large organisation.   **CSIRO Values:**  **As Australia’s Innovation Catalyst, CSIRO has strategic actions underpinned by behaviours aligned to**:   * Integrity of Excellent Science * Trust & Respect * Creative Spirit * Delivering on Commitments * Health, Safety & Sustainability   **In your application and at interview you will need to demonstrate alignment with these behaviours.**  ***Special requirements:***  To be eligible for this position you must hold a current Australian Security Clearance or have the ability and willingness to apply and meet requirements.  **Security Assessment and Microbiological Security Requirements for Personnel Working on the AAHL Site.**   * The nature of our work requires that each person working on site must comply with the conditions described below. * The appointee is required to pass a security clearance at a level appropriate to duties of the position. Confirmation of the appointment is subject to obtaining that clearance. * It is essential that all work on exotic or emerging diseases carried out at AAHL is conducted in a safe manner to prevent the escape of the disease agents used, and to this end, all activities and personnel will be subject to appropriate microbiological security measures. * While working at AAHL, you may not reside on a property on which are kept any of the following animals: sheep, cattle, pigs, goats, horses, asses and mules, any other cloven-hoofed animal, fowls, turkeys, geese, domestic ducks, caged birds, emus or ostriches. Personnel working with diseases of aquatic animals may not keep aquarium fish at their place of residence and personnel working with cane toad material must avoid contact with amphibians. * For a period of seven days after working in the microbiologically secure area of AAHL, personnel may not have close contact with any of the above animals, amphibians or birds or the actual places where these animals are held, or visit any aquatic animal farm or aquatic animal hatchery. * Working in the barrier maintained Small Animal Facility requires avoidance of additional animals such as mice, rats, guinea pigs, rabbits and poultry 3 days prior to arrival. * It is usual practice in laboratories where work with infectious disease agents is carried out, to collect a blood sample from personnel and store serum for future reference. This is a safety precaution, so that if any person becomes ill in the future, serum samples are available for testing. * Personnel must abide by Occupational Health, Safety and Environment regulations. Safety signs and directives issued by CSIRO personnel must be complied with at all times.   ***Other special requirements:***  Applicants must :   * Be able to rotate between work periods if the need arises (07:45 - 12:45 and 12:30 - 17:30). * Be willing and able to adhere to CSIRO AAHL microbiological security requirements and HSE policies. * Be willing to be vaccinated against rabies, hepatitis B, Japanese encephalitis or other agents as specified. |
| **Other Information:** |
| **How to Apply**  Please apply for this position online at <https://jobs.csiro.au/> and enter requisition number **58846**. Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’)  Your application should comprise **one document** which incorporates the latest version of your CV plus a covering letter and addressing the selection criteria.  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).  **Contact:** If after reading the selection documentation you require further information please contact:  Shane Blacketvia email: [Shane.Blacket@csiro.au](mailto:Shane.Blacket@csiro.au) or phone: 03 5227 5392  Please do not email your application directly to Mr Blacket. 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 Australian Animal Health Laboratory**  The CSIRO Australian Animal Health Laboratory (AAHL) has a national and regional role in the diagnosis and research of emergency (exotic, emerging and serious) and zoonotic diseases of animals. This responsibility extends to provision of ongoing analysis of outbreaks, monitoring and characterization of the virus strain variation, and assisting in the establishment of disease freedom.  To achieve and sustain diagnostic excellence the Diagnostic function is underpinned by related research efforts. The disciplines involved in this work include experimental and diagnostic pathology, virology, serology, electron microscopy, immunology, genomics and molecular biology, all of which may be undertaken under stringent microbiological security conditions.  Access to both BSL3 and BSL4 containment facilities supports investigations utilizing live viruses, including serious zoonotic agents, in both cell and whole animal systems. The laboratory has an enviable track record in scientific research related to emerging infectious diseases and outputs from these activities contribute data to CSIRO’s area of focus around biosecurity within the National Innovation System.  Find out more about AAHL at: <http://www.csiro.au/places/AAHL.html>  **CSIRO Business & Infrastructure Services (CBIS)**  CSIRO has a complex property portfolio of owned and leased facilities that comprises over 1,000 buildings spread across over 55 locations within Australia. These scientific and research facilities are diverse both in location and type.  CSIRO Business & Infrastructure Services (CBIS) is chartered with managing the services, maintenance and operation of all CSIRO's scientific and research facilities.  CBIS delivers its services through its Enterprise functions, which incorporates strategic, capital and estate issues; while the CBIS teams within each region deliver the operational property services. CBIS's strategy and operational activities align with CSIRO's strategic direction and scientific activities. |