# Personal Assistant – Director Governance

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| Advertised Job Title**:** | Personal Assistant – Director Governance |
| Reference Number**:** | 58105 |
| Classification**:** | CSOF3 |
| Salary Range: | $61,425 to $78,177 plus superannuation  |
| Location**:** | Canberra  |
| Tenure: | Indefinite  |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | Australian Citizens and Permanent Residents Only |
| Functional Area**:** | Administration Services  |
| % Client Focus - Internal: | 90% |
| % Client Focus - External: | 10% |
| Reports to the: | Director, Governance |
| Number of Direct Reports: |  0 |

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| **Role Overview:** |
| Success in the role of Personal Assistant to the Director, Governance, is accountability for managing and coordinating the day to day activities of the Director, via effective diary management, arranging travel, navigating email traffic, collation and formatting of meeting papers, recording minutes as required, preparing incoming and outgoing correspondence as well as providing a proactive point of contact for matters arising for the attention of the Director. The Personal Assistant will ensure all documentation and the management of diaries are well organised in electronic form, through advanced computer skills.  |

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| **Duties and Key Result Areas:** |
| * Complex diary management in scheduling appointments, meetings and travel involving discretion and judgement in determining and prioritising the Director’s time commitments.
* Support the Director with administrative tasks to ensure the delivery of CSIRO’s Governance function
* Using initiative to manage email traffic in the Directors inbox by responding and actioning where appropriate and following up requests in a timely manner.
* Provide high-level administrative support including the collation and formatting of relevant papers and correspondence on behalf of the Director.
* Build and maintain strong and effective working relationships with key internal, and external, stakeholders to act as a key communication point for interaction between the Director, relevant Leadership Teams and the wider CSIRO community, driving the follow up of actions and reporting back on progress.
* Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Monitor, prioritise and follow up on issues that need to be drawn to the Director’s attention in a timely manner
* Contribute positively to a culture of a high performing Business Unit, through demonstrated alignment with CSIRO’s expected behaviours and values.
* Develop and maintain cross-organisational networks to facilitate effective Business Unit operations
* A contact point for matters related to the exercising of the Director’s delegation and authority level, with the demonstration of sound judgement regarding the clearance of documents and issues including upholding and advising on expectations for relevant supporting documents.
* Contribute to the smooth running of the Business Unit through attendance of leadership team meetings, preparing minutes and initiating follow up actions including liaising with internal support services to ensure the needs of Business Unit leadership team are understood and met.
* Manage the storage and retrieval of information in an electronic form with advanced skills using computer programs including Office, SAP and Trim.
* Provide cross functional administrative support with changing priorities and peak periods of work.
* Key responsibilities and duties may be subject to change from time to time, in line with changing CSIRO business strategies and action planning, to ensure the continued success of the function.
* Work proactively to carry out administrative tasks and provide personal assistance, under the general direction of senior administrative staff.
* Work collaboratively with colleagues within your team, the business unit and across CSIRO, to reach objectives.
* Generate improved solutions in work situations, trying creative ways to deal with 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:***1. **Communication:** 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.
2. **Behaviours:**  A history of professional and respectful behaviours and attitudes in a collaborative environment.
3. **Problem Solving:** Proven ability to investigate routine problems by identifying and considering the implications of a range of available alternative solutions.

***Essential Criteria:***1. Demonstrated experience providing high level administrative and personal assistance to Senior Leadership in a fast paced and complex environment including response toambiguous enquiries and managing confidentiality.
2. Proven ability to exercise judgement when urgent matters require escalation for immediate attention and prioritise tasks to ensure key objectives are responded to within time.
3. Established strong verbal and written communication skills and the ability to build productive working relationships with both internal and external contacts
4. Demonstrated proficiency in MS Office suite, including Outlook, Word, Excel and PowerPoint and SAP**.**
5. Revealed ability to quickly adapt to technological, structural and procedural changes and maintain professionalism and flexibility

***Desirable Criteria:***1. Knowledge of HP Records and experience in records management would be highly regarded.

**CSIRO is a values based organisation. In your application and at interview you will need to demonstrate behaviours aligned to our values of:*** 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. |

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| **Other Information:** |
| **How to Apply**Please apply for this position online at [www.csiro.au/careers](http://www.csiro.au/careers). You may be asked to provide additional information (online) relevant to the selection criteria. If so, then responding will enhance your application so please take the time to provide relevant succinct answers. Applicants who do not provide the information when requested may not be considered.If you experience difficulties applying online call 1300 301 509 and someone will be able to assist you. Outside business hours please email: csiro-careers@csiro.au. **Referees**: If you do not already have the names and contact details of two previous supervisors or academic/ professional referees included in your resume/CV please add these before uploading your CV.**Contact:** If after reading the selection documentation you require further information please contact:Fiona Johnston via email: Fiona.Johnstone@csiro.au Please do not email your application directly to Fiona Johnstone. 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).  |