# Administrative Services – CSOF2 to CSOF6

The following information is for applicants

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| Advertised Job Title**:** | Personal Assistant |
| Job Reference | 58094 |
| 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
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| Percentage of Client Focus - Internal: | 80 |
| Percentage of Client Focus - External: | 20 |
| Reports to the: | Health Safety and Environment Director |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries  | Chris Olchoway 02 9490 8170 |
| Contact Details For Applying | Call 1300 984 220 or email csiro-careers@csiro.au.  |

**Role Overview:**

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 HSE Personal Assistant reports to the Director HSE and will be responsible for coordinating activities of the HSE Director and other HSE Leaders in order to be an effective, organised, connected function that is responsive to the needs of the wider organisation.

Key Relationships:

Internal: HSE Director and Leadership team, HSE staff, ET and CLT, wider CSIRO community, CSIRO staff.

External: Organisations that the HSE Director and HSE Leadership engage with. HSE related regulators.

**Duties and Key Result Areas:**

* Under guidance, support implementation of CSIRO’s HSE strategy through administrative support of priority HSE activities and initiatives, including:
	+ diary management, including arranging travel and management of expenses
	+ administration of key HSE systems
* collation and editing of meeting papers including to the ET and Board,
* Providing a proactive point of contact for the HSE team.
* Manage the storage and retrieval of information in an electronic form.
* Develop effective working relationships with key internal, and external, contacts and groups, acting as a key communication point for HSE leadership team, HSE and the wider CSIRO community, driving the follow up of actions and reporting back on progress.
* Contribute to a cohesive, collaborative, innovative HSE team and model desired culture. Provide HSE practical support, utilising organisation resources.
* Knowledge sharing across relevant organisational teams utilising best practice and communities of practice to enhance the overall HSE performance
* Endorse HSE culture and lead by example, acknowledging and promoting behaviours to enable a positive and proactive HSE culture across the business by sharing HSE knowledge, best practice and lessons learnt.
* Support a culture of continuous HSE improvement across the organisation
* 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.

**Selection Criteria:**

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

***Pre-Requisites:***

1. **Experience:** Relevant experience providing high level administrative assistance, with strong organisation and prioritising skills and the ability to adapt quickly to new technology.
2. **Communication:** Able 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:** Able to demonstrate professional and respectful behaviours and attitudes and willingness to collaborate. Ability to professionally handle sensitive and confidential information, and use appropriate judgment and discretion.
4. **Adaptability:** Able to and willing to quickly adapt to technological, structural and procedural changes, and maintain professionalism and flexibility.
5. **Problem Solving:** Able to investigate clearly defined problems where the alternative solutions are limited and prescribed or apparent.

***Essential Criteria:***

1. Advanced skills and experience with Microsoft office suite of programs
2. Demonstrated ability to proactively contribute to teams – both within HSE and the wider organisation. Contributes with ideas and opinions and considers others ideas to inform decisions, plans or actions.
3. Ability to understand stakeholders and provide procedural interpretation, training and advice to meet their needs.
4. Proven ability to prioritise work and share knowledge across the team with limited supervision.
5. Ability to identify and consider the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
6. Ability to demonstrate stakeholder satisfaction by continuously improving the delivery of a consistent, best practice HSE services.
7. Collaborates with other teams across HSE and specific stakeholders to build the desired culture, with the ability to adapt to changing environments in the interests of achieving team objectives.

**Other Information:**

***How to Apply:***

Please apply online at <https://jobs.csiro.au/> and enter requisition number **58094**. 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.

***Referees****:*

Please provide contact details of two previous supervisor or academic/professional referees in your resume/CV. We will ask your permission before contacting them.

Please do not email your application directly to Chris Olchoway. Applications received via this method may not be considered by the selection panel.

**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.

[More about CSIRO](http://www.csiro.au/)

**About Health, Safety & Environment:**

Health, Safety and Environment (HSE) partners with all levels of the organisation coaching and influencing to make safety personal. They provide future focussed, leading-edge development and delivery of HSE programs that result in significant improvement in CSIRO’s wellbeing and safety culture.