# Administrative Services – CSOF6

Role summary for potential applicants

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| Advertised Job Title**:** | Executive Officer – Land and Water |
| Reference Number**:** | 59098 |
| Classification**:** | CSOF6 |
| Salary Range: | $111,663 - $130,848 plus up to 15.4% super |
| Location**:** | Black Mountain, Canberra |
| Tenure: | 3 years (full time but can be carried out on a job share basis) |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | Australian/NZ Citizens and Australian Permanent Residents Only   * *For Specified Term positions, we will accept applications from Temporary Residents with working rights for the length of the term, who do not require sponsorship.* |
| Functional Area**:** | Administrative Services |
| % Client Focus - Internal: | 70% |
| % Client Focus - External: | 30% |
| Reports to the: | Land and Water Business Unit Director |
| Number of Direct Reports: | 0 |

**Role Overview:**

The Executive Officer provides high level support in the management and administration of the Land and Water Business Unit, and is responsible for supporting the efficient and effective operations of Land and Water in delivery of CSIRO's strategy. Key responsibilities include the provision of advice and support on complex issues, oversight of BU and Science Director (s) diaries to initiate prioritisation and coordination of planning activities across the BU, undertaking specific projects, conducting analyses and research and formulating and preparing a range of strategic communications and outputs. The Executive Officer is a critical member of, and provides support to, the Land and Water Management Team.

Some interstate travel may be required in this role.

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. This role is full time but can be carried out on a job share basis.

Find out more here!: [Balance](http://www.csiro.au/en/Careers/A-great-place-to-work/Work-life-balance)

**Duties and Key Result Areas:**

**Issues Management:**

* Provide high level support and advice to the Business Unit Director and Science Director on issues and interactions with key stakeholders and external parties.
* Prioritise BU issues for the Business Unit Director and Science Director's attention and provide briefing notes/reports to facilitate effective action and guide diary management for the director’s administration officers.
* Prepare and review correspondence, presentations and reports that deal with complex or sensitive matters.
* Identify emerging and unforeseen issues requiring Business Unit Director intervention and coordinate or develop appropriate responses with other leaders within the BU or Leadership Team.

**Coordination:**

* Coordinate internal and external reviews, responses to information requests, and reporting requirements.
* Project manage sensitive or complex Land and Water activities.
* Plan and coordinate key leadership meetings, conferences or other events.

**Compliance:**

* Coordinate Land and Water Office compliance with CSIRO processes and governance requirements, and other applicable legislative requirements.
* Provide oversight of the Land and Water risk management framework.

**Planning:**

* Coordinate the preparation of strategic and operational plans.

**Communication:**

* Coordinate effective communication within and about Land and Water matters between the Business Unit leadership team members.
* Develop and maintain cross-organisational networks to facilitate effective Land and Water operations

**Projects:**

* Complete projects related to the Land and Water area as required for the Business Unit Director.

**HSE:**

* Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.

Any other duties within the scope of this position that may arise from time-to-time, for which the incumbent holds the skills and abilities to perform.

**Selection Criteria:**

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

***Pre-Requisites:***

1. **Education/Qualifications:** A relevant tertiary qualification or equivalent management/leadership experience in a science area relevant to the Land and Water Business Unit.
2. **Communication:** Excellent written communication skills, showing evidence of ability to formulate and prepare a wide range of strategic and government communications including complex reports, analyses, plans and briefings.
3. **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment. An ability to act as a linker and demonstrate flexibility, delegating activities and responding to changing or multiple needs and demands as required.

***Essential Criteria:***

1. A confident and pro-active approach with the ability to work effectively in a dynamic executive team environment, and collaborate widely both internally and externally.
2. Very strong analytical skills with a proven ability to investigate underlying issues of complex and ill-defined problems and develop appropriate responses through abstract thinking and using creative solutions.
3. Excellent organisational skills with a demonstrated ability to independently manage competing complex demands; establish or renegotiate priorities; and meet deadlines, including the ability to effectively adapt in ambiguous, urgent and/or complex situations where information is incomplete or not available.
4. Demonstrated experience in successful project management, including planning, engagement, monitoring and reporting to meet or exceed specified outcomes and timeframes.
5. Proven ability to coach and assist in the development of staff, utilising effective communication strategies to maintain high levels of productivity and trust.

**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.**

**Other Information:**

**How to Apply**

Please apply for this position online at <https://jobs.csiro.au/> and enter requisition number 58942. 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 position details above you require more information please contact:

Julie Carroll via email: [julie.carroll@csiro.au](mailto:julie.carroll@csiro.au)

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

**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’re working hard to recruit diverse people and ensure all our people feel supported to do their best work and empowered to let their ideas flourish.

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