# Position Details

## Administrative Services – CSOF3

The following information is for applicants

|  |  |
| --- | --- |
| Advertised Job Title**:** | Administration Officer – National Collections and Marine Infrastructure (NCMI) |
| Job Reference: | (to be entered by your Recruitment Consultant) |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian Citizens and Permanent Residents Only |
| Percentage of Client Focus - Internal: | 90% |
| Percentage of Client Focus - External: | 10% |
| Reports to the: | Research Operations Manager, NCMI |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | [Lisa.Burns@csiro.au](mailto:Lisa.Burns@csiro.au) and (03) 6232 5526 |
| Contact Details For Applying: | Call 1300 984 220 or email [careers.online@csiro.au](mailto:careers.online@csiro.au) |
| How to Apply: | Please apply online at [jobs.csiro.au](https://jobs.csiro.au/) and enter the requisition number**.** Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’) |

## Role Overview:

The role of the **Administration Officer - National Collections and Marine Infrastructure (NCMI)** is to provide administrative services to the NCMI Research Operations Manager (ROM) and provide high quality operations support to the NCMI Business Unit. This involves implementing and administering policies, systems and procedures in the operations space to deliver on internal and external responsibilities and assist in the delivery of appropriate, efficient and timely support across NCMI sites.

## Duties and Key Result Areas:

* Work proactively across the NCMI Business Unit to carry out administrative tasks, coordinate regular meetings, agendas and minutes, and initiate follow-up action, under the general direction of the NCMI ROM and other Senior Staff.
* Provide administrative assistance and other ad hoc support to the NCMI ROM, in coordination with the Hobart NCMI Administration Officer.
* Work collaboratively with colleagues across NCMI, Enterprise Support Services, and other Business Units, to achieve objectives.
* Proactively network with NCMI staff to identify opportunities for operational improvements across the BU and its sites. Generate improved solutions in work situations, trying creative ways to deal with problems and opportunities.
* Undertake project work under the direction of the ROM to support NCMI operations (for example, the Canberra Collections Accommodation Project, Storage Review, Asset Management, Fleet Composition, Implementation of BU wide Equipment Service Agreements, and other projects as they arise).
* Maintain project SharePoint and Intranet sites.
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* 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.

## Competencies:

1. **Teamwork and Collaboration: Proactively seeks and considers the ideas and opinions of others from within and outside the team to help form decisions, plans or actions.**
2. **Influence and Communication: Puts forward ideas by presenting factual information supported by data, definitions, examples, illustrations or other aids, which will assist in conveying meaning.**
3. **Resource Management/Leadership: Provides instruction and assists other staff to complete allocated tasks and activities.**
4. **Judgement and Problem Solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
5. **Independence: Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).**
6. **Adaptability:** Willingness to change ideas or perceptions based on new information, contrary evidence or other people's points of view. Prepared to try out different approaches.

## Essential Criteria:

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

1. Demonstrated experience in providing administrative support to a Manager and/or team in a fast paced and complex environment.
2. Demonstrated proficiency in Microsoft applications including Word, Excel, Access, PowerPoint, Outlook, SharePoint and Records Management systems to manage work processes and activities.
3. The ability to work effectively in a team, proactively seeking and considering ideas of others whilst positively contributing to the team environment, with the ability to achieve outcomes across organisational boundaries and levels.
4. The ability to effectively manage a number of competing priorities simultaneously and carry out non-routine tasks under general direction. The ability and willingness to generate improved solutions in work situations, trying creative ways to deal with problems and opportunities.

## Desirable Criteria:

1. Demonstrated understanding and appreciation of relevant internal and external procedures and policies - including Health and Safety, ethics, chemical management and other regulatory frameworks - relevant to maintaining safe and efficient laboratories and science infrastructure.

## About CSIRO:

We imagine. We collaborate. We innovate. To find out more visit us [online](http://www.csiro.au/)!

Find out more about CSIRO [National Collections and Marine Infrastructure](https://www.csiro.au/en/research/collections)