# POSITION DESCRIPTIONResearch Projects – CSOF3

Role summary for potential applicants

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| Advertised Job Title**:** | Government Relations Coordinator |
| Job Reference: | 59563 |
| Classification: | CSOF3 |
| Applications Are Open To: | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Location: | Eveleigh ATP, Sydney |
| Tenure:  | Specified term of 3 years |
| Functional Area: | Research Projects |
| Reports to the: | Team Leader |
| Number of Direct Reports: | 0 |

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| **Role Overview:** |
| CSIRO’s Data61 is the largest data innovation group in Australia. The calibre and depth of our research is what pridvides our competitive edge. It also plays a role in attracting our talent. With more than 1,000 data scientists and 300+ PhD students, combined with the talent embedded in 30 partnered universities, Data61 is the world’s largest data- driven digital research and development organisation. Our focus is to respond to big shifts in society and reimage, working strongly within Australia and on a global level of third parties, such as academia, government and business, also known as the D61+Network. We act as a single-entry point into Australia’s innovation ecosystem. The role of the Business Development & Commercialisation (BD&C) Government Relations Coordinator is to provide broad administration support to the Government team. The role requires communication skills, strong judgement and problem-solving abilities. There will be a close working relationship with various programs within Data61, thus the ability to build strong relationships with a wide range of stakeholders is critical. |

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| **Duties and Key Result Areas:** |
| **Issues Management*** Provide practical support to the Group Leader(s) on dealing with issues and interactions with key stakeholders and external parties.
* Ensure prioritised issues for the Group Leader(s) attention are effectively managed.
* Prepare and review correspondence and reports that deal with routine matters.
* Monitor and follow up on issues that need to be drawn to the Director’s attention in a timely manner.

Coordination* Coordinate material needed for reviews, reports or to respond to information requests.
* Manage or contribute to administrative projects or issues as necessary.
* Coordinate internal and external meetings or other events, including booking rooms, resources, travel, transport, equipment and catering.
* Prepare meeting minutes and initiate follow‐up action.
* Provide general administrative support for program, group and team activities.

Compliance* Establish and maintain electronic document management systems in accordance with CSIRO’s record management standards.
* Maintain registers/logs related to specific operational requirements relevant to Data61 operations.

Communication* Draft routine responses and correspondence, and monitor follow‐up actions.
* Develop and maintain functional networks to facilitate effective operations.
* Prepare or assist in the preparation of technical documents and presentation material.

**Travel*** Assist in or coordinate domestic and international travel arrangements for the Director(s) and others as required.
* Where required acquit travel expenses, and reconcile credit card statements, process payments, and raise invoices.
* Other duties as directed by line management.
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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed****Pre-requisite:***A relevant certificate or tertiary qualification and/or relevant work experience.***Essential Criteria:***1. Demonstrated experience in providing secretarial or administrative support to a line manager and/or team in a fast paced and complex environment.
2. Demonstrated proficiency in Microsoft applications including Word, Excel, Access, PowerPoint, Outlook, Project; and in using TRIM, SAP, ePublish and SERKO to manage workflow processes and on‐line transactions.
3. Demonstrated ability to work effectively in a team, positively contributing to the team environment with outstanding communication skills.
4. Demonstrated ability to clearly convey information and ideas, and establish effective interpersonal relationships with a wide variety of people and stakeholders.
5. Strong organisational skills, able to prioritise demands, and escalate issues when required
6. Demonstrated ability to professionally handle sensitive and confidential information, and use appropriate judgment and discretion.
7. Ability to work with minimal direction, and show initiative and adaptability when managing competing demands.
8. Ability to quickly adapt to technological, structural and procedural changes and maintain professionalism and flexibility.

**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.*****Data61 Values:*****Great Impact**: We focus our valuable resources on areas where we can lead globally and have large impact for Australia, to aid our future prosperity and independence.  **Mastery**: We are fearless, curious and we improve every day. We strive to excel in research, technology and business, and to work with the best in the world.  **Co-Creation of Value**: Everything we do involves co-creation with our network: team, customers and partners. Generously empowering their success is central to our success.  **Ownership of Results**: We jointly hold ourselves accountable for our actions. We do this via trust and commitment. **People and their Differences**: We embrace the creativity that comes from the diversity of our people. **Agility and Flexibility**: We view the changing world as an opportunity. This requires agility and flexibility in everything we do; everything changes, except our constant desire to adapt. **Tell it Straight, with Respect:**We say what we mean, mean what we say, and do not mislead, obfuscate or spin. We're direct and always respectful. |

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| **Other Information:** |
| **How to Apply**Please apply for this position online at <https://jobs.csiro.au/> and enter requisition number 59563. 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: careers.online@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: **Ms Katie Ford** via email katie.ford@data61.csiro.au Please do not email your application directly to Ms Ford. 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 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 Data61** In today’s data-focused world, there’s no doubt that numbers count. [**Data61**](http://www.data61.csiro.au/) are the largest data innovation group in Australia, a connector that brings together technology innovators, businesses and universities to transform Australian industry and to help solve our greatest challenges. A CSIRO business, we are creating our data-driven future.**Our commitment to you**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. We emphasise an individual’s growth and development which is supported by interacting and learning from world leading scientists and engineers, who provide the opportunity to challenge, transform and innovate new ideas. CSIRO’s Data61 is committed to sourcing the brightest and best talent to become part of the Data61 family, which contributes to creating Australia’s data driven future. |