# Administrative Services – CSOF3

Role summary for potential applicants

|  |  |
| --- | --- |
| Advertised Job Title**:** | Administration officer |
| Reference Number**:** | 57385 |
| Classification**:** | CSOF3 |
| Location**:** | Clayton, VIC |
| Salary Range | AU 61k to AU $78k plus up to 15.4% superannuation |
| Tenure: | Specified Term of 3 years |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | Australian Citizens and Permanent Residents Only  *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: | 80% |
| % Client Focus - External: | 20% |
| Reports to the: | Director of SME Connect, Simon Hanson |
| Number of Direct Reports: | 0 |

|  |
| --- |
| **Role Overview:** |
| This role is for an administration officer who will work across two small and growing teams – SME Connect and CSIRO Futures. Both teams have broad exposure across CSIRO and work with a variety of external stakeholders. The role presents as an opportunity to learn about the inner workings of a large R&D organisation and develop relationships with senior researchers and executive level staff at CSIRO and across industry.  SME Connect and the CSIRO Futures team are seeking a full-time administration officer who splits their time equally between the two co-located teams. The role will provide administrative assistance to the Director of each team, as well as broader administrative support for their teams and projects. The successful candidate will be an enthusiastic, proactive and motivated team player who demonstrates a professional demeanour when interacting with internal and external stakeholders. |

|  |
| --- |
| **Duties and Key Result Areas:** |
| * General office administration activities, including managing schedules, lodging credit card expense reports and booking travel, accommodation, meeting rooms and catering. * Typing, compiling and preparing reports, meeting notes, PowerPoint presentations and team correspondence as well as taking responsibility for initiating follow-up actions. * Performing simple data analysis on external data sets and proactively informing the teams of key findings. * Coordinating input and agendas for internal team meetings and events. * Scheduling and coordinating internal and external stakeholder engagement activities, including interviews and workshops. * Developing strong working relationships with SME Connect, CSIRO Futures and other internal teams. * Adhering to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals. |

|  |
| --- |
| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed*  ***Pre-Requisites:***   1. Two years of experience providing administrative support to an individual in a professional setting.   ***Essential Criteria:***   1. Ability to build positive relationships and facilitate engagement with key stakeholders, including senior management. 2. Experience coordinating and compiling inputs from a range of diverse stakeholders. 3. Strong time management and task prioritisation skills. 4. Strong attention to detail and organisational skills. 5. Ability to work with minimal direction - showing initiative; adaptability; the ability to prioritise demands and escalate issues when required. 6. General MS Word, PowerPoint and Excel competency.   **Desirable Criteria:**   1. Experience providing administrative support to a team or combination of teams.   **CSIRO is a values based organisation. 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 |

|  |
| --- |
| **Other Information:** |
| **How to Apply**  Please apply for this position online at <https://jobs.csiro.au/> and enter requisition number 57385. Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’).  Please load one document containing your CV and a brief cover letter which outlines your interest in the role and your motivations for applying (Maximum 2MB). At the end of the online application process, you will also be required to respond to some screening questions. Where text responses are required, to avoid being timed out of the system we recommend that you prepare your responses offline and paste them into the appropriate spot prior to submitting your application.  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](mailto: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:  Greg Williamsvia email: Greg.Williams@csiro.au or phone: 03 9545 2138  Please do not email your application directly to Greg Williams. 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).  **SME Connect** helps Australian Small to Medium Enterprises (SMEs) overcome potential barriers to innovation through a series of dollar-matched funding and support programs that link those businesses with the expertise and facilities of Australia's best research organisations. The team works with SMEs to understand their business needs and identify research-opportunities, facilitates connections into the research sector and is on hand to manage the partnership from start to completion.  **CSIRO Futures** is CSIRO’s strategy advisory arm business. The team provide trusted advice to external private and public sector entities by helping them understand key trends that will shape their sectors, emerging opportunities and risks, and the role the science and technology can play in maintaining a competitive advantage. |