# Position Details

## Administrative Services – CSOF2

The following information is for applicants

|  |  |
| --- | --- |
| Advertised Job Title**:** | Administration Support Officer – Biorisk Management Group (part time) |
| Job Reference: | 60388 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian Citizens Only |
| Percentage of Client Focus - Internal: | 100% |
| Percentage of Client Focus - External: | 0% |
| Reports to the: | Group Leader, Biorisk Management Group |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Lynda WrightEmail: Lynda.wright@csiro.au Phone: 03 5227 5000 |
| Contact Details For Applying: | Call 1300 984 220 or email 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’) Please do not email your application directly to Lynda Wright.   Applications received via this method will not be considered by the selection panel. |

## 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 Administration Support Officer role based at AAHL Geelong, provides assistance to members of the Biorisk Management Group in duties such as training data management, compliance documentation, assisting with inductions and coordination of requirements for facility visitors and assistance with the AAHL vaccination requirements. The Administration Support officer will need to be self-motivated and conscientious and at times work with limited guidance. They will require experience in Word, Excel and Access and will be required to update Visio, SharePoint and Workflows.

The Administration Support Officer role is required 8am to 1pm 3 days per week (flexible with days) and be available to other times to work extra hours to relieve others to ensure inductions are available to facility users. The role will work with the Biorisk staff to provide general administrative support to members of the Biorisk Management Group.

The appointee must be able to meet AAHL’s Microbiological Security and Security Clearance requirements.

## Duties and Key Result Areas:

* Provide general administrative assistance and updating databases to support the Biorisk Management Group.
* Coordinate internal and external meetings or other events, including booking rooms, resources, travel, transport, equipment and catering as required
* Provide back up for the delivery of inductions to Facility users and staff and ensure staff and visitors have the required clothing and equipment to enter the secure area
* Under general supervision undertake a range of administrative tasks frequently including secretarial support for various committees including the AAHL Internal Biosecurity Committee and prepare meeting minutes and initiate follow‐up action
* Under guidance from others prepare or assist in the preparation of technical documents, reports and presentations
* Provide assistance with review/quality control of documents
* Archive documents in the HPRM records management system
* Fill out online National Health Security check forms for new staff
* Create new Adobe Acrobat dynamic forms following on-the-job training
* Respond courteously and efficiently to requests for your services, keep clients informed about progress and redirect requests to appropriate staff when required.
* Provide basic instruction and assistance to staff for the purpose of maintaining accuracy and compliance with policy and procedures, relevant to the immediate work area and responsibilities, as required.
* Look for opportunities to generate improved solutions in work situations, trying creative ways to deal with routine problems and opportunities, and exercising initiative when applying established procedures
* 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.
* Work collaboratively as part of a multi-disciplinary, often regionally dispersed research team, and business unit to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## Competencies:

1. **Teamwork and Collaboration:** Demonstrates initiative, actively contributing as a team member. Supports team decisions and keeps other team members up to date about individual actions. Shares all relevant and useful information. Pitches in and helps other team members when necessary.
2. **Influence and Communication:** Communicates basic facts in a courteous manner including posing appropriate questions to gain factual information.
3. **Resource Management/Leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
4. **Judgement and Problem Solving:** Selects appropriate solutions to clearly defined problems using readily available information. Alternatives are limited and prescribed or apparent.
5. **Independence:** Accepts personal responsibility for doing the job well. Looks for opportunities to improve the way things are done and makes recommendations accordingly.
6. **Adaptability:**Accepts the need for change to work routines or technology.

## Essential Criteria:

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

1. Demonstrated experience and skills providing administrative support in a complex environment.
2. Ability to commence at or before 8am and also relieve for other staff during absences and leave, possibly at short notice.
3. Highly developed time management, organisational and attention to details skills with the ability to prioritise demands, and escalate issues as appropriate; establishing priorities for managing multiple tasks and deadlines.
4. Friendly interpersonal and communication skills and confidence to conduct AAHL inductions to a range of staff and visitors to the facility.
5. Sound keyboard skills and knowledge of Microsoft Office applications including Word, Outlook, Excel, Access and PowerPoint and ability to quickly learn new systems.

## Desirable Criteria:

1. Experience in working in a compliance environment
2. Diploma in Administration is desirable

## Special Requirements:

To be eligible for this position you must be willing and able to:

* Adhere to CSIRO AAHL microbiological security requirements, other Australian Security requirements applicable to the position and HSE policies.
* Be vaccinated against influenza, rabies, hepatitis B, Japanese encephalitis or other agents as specified if required for the role performed.

**Security Clearance:**This is a security assessed position. Applicants must be an Australian citizen, with successful candidate either holding or having the ability to obtain a Negative Vetting 1, Australian Government security clearance.

**Security Assessment and Microbiological Security Requirements for Personnel Working on the AAHL Site**

* The nature of our work requires that each person working on site must comply with the conditions described below.
* The appointee is required to pass a security clearance at a level appropriate to duties of the position.  Confirmation of the appointment is subject to obtaining that clearance.
* It is essential that all work on exotic or emerging diseases carried out at AAHL is conducted in a safe manner to prevent the escape of the disease agents used, and to this end, all activities and personnel will be subject to appropriate microbiological security measures. Consequently, while working at AAHL, you may not reside on a property on which are kept any of the following animals: sheep, cattle, pigs, goats, horses, asses and mules, any other cloven-hoofed animal, fowls, turkeys, geese, domestic ducks, caged birds, emus or ostriches. Personnel working with diseases of aquatic animals may not keep aquarium fish at their place of residence and personnel working with cane toad material must avoid contact with amphibians.
* In addition, for a period of seven days after working in the microbiologically secure area of AAHL, personnel may not have close contact with any of the above animals, amphibians or birds or the actual places where these animals are held, or visit any aquatic animal farm or aquatic animal hatchery.
* Working in the barrier maintained Small Animal Facility requires avoidance of additional animals such as mice, rats, guinea pigs, rabbits and poultry 3 days prior to arrival.
* Personnel must abide by Occupational Health, Safety and Environment regulations. Safety signs and directives issued by CSIRO personnel must be complied with at all times.

## About CSIRO:

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

Find out more about the CSIRO [Australian Animal Health Laboratory](https://www.csiro.au/en/Research/Facilities/AAHL)