# Position Details

*Senior International Research and Coordination Officer*

## Administrative Services – CSOF5

The following information is for applicants

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| Advertised Job Title**:** | Senior International Research and Coordination Officer |
| Job Reference: | 61435 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian Citizens Only |
| Percentage of Client Focus - Internal: | 30% |
| Percentage of Client Focus - External: | 70% |
| Reports to the: | Director, CSIRO Centre for Earth Observation (CCEO) |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Alex Held, Alex.Held@csiro.au |
| 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’)  |

## 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.

This role supports cross-organisational and international collaboration and reporting, through monthly international teleconferences, CEOS (Committee on Earth Observation Satellites) secretariat meetings, and organising regular bilateral meetings with CNES/ESA/NASA/JAXA etc. The role will also support CSIRO’s participation in strategic discussions for technology platforms (e.g. CEOS OpenDataCube program) and thematic workshops on Earth observation (EO), to discuss new directions and opportunities in the earth observation science and observing systems.

## Duties and Key Result Areas:

* Under limited direction, facilitate CSIRO and, where applicable, Australian engagement with the international community, through the receiving of foreign space agency delegations, representation at meetings and negotiating and managing relationship agreements with international organisations.
* Collaborate with CSIRO Global and its regional offices, as well as DFAT and local Australian embassy staff, to ensure the maximum exposure of CSIRO activities and support by these partners.
* Support CSIRO and partner communications activities associated with CEOS and GEO (Group on Earth Observation) related activities, in particular coordinating CEOS activities with the United Nations Sustainable Development Goals (UNSDG) process (including responsibility for results).
* Undertake research activities and contribute to scientific publications related to promotion of the use of Earth observation to increase CSIRO exposure in the space sector & innovative themes (e.g. UNSDG process)
* Liaise and engage regularly with international partners including Space agencies (CNES, ESA, NASA, NOAA, etc.), Pacific countries, foreign Embassies in Australia, UN agencies and universities, to promote CSIRO & Australian EO efforts and stimulate collaborations (research, capacity building, awareness).
* Display a willingness to influence the decision of managers by recognising the need for change in initiating innovative solutions/proposals, and liaise with and influence related professions to develop practices, which support the Business Unit.
* 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:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
2. **Influence and Communication:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.
3. **Resource Management/Leadership:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
4. **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
5. **Independence:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
6. **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

## Essential Criteria:

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

1. Demonstrated experience in International space, and EO policy and strategic relations.
2. Experience in inter-agency project & event coordination (logistics, communication, full project cycle).
3. Strong communication and research skills.
4. Basic technical experience in Space or EO sectors.

## Desirable Criteria:

1. Tertiary qualifications in a relevant field.
2. Multi-lingual is preferable due to heavy international coordination needs.

## 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 [Astronomy and Space Science](https://www.csiro.au/en/Research/Astronomy)