# Position Details

## Administrative Services – CSOF3

The following information is for applicants

|  |  |
| --- | --- |
| Advertised Job Title**:** | Administrative Officer |
| Job Reference: | 60257 |
| 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 Director Engineering & Design |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | If after reading the position details above you require more information please contact: **Melissa Sunteo** via email: Melissa.Sunteo@data61.csiro.au |
| 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:

Data61 is the largest data innovation group in Australia. Bringing together CSIRO's Productivity team and National ICT Australia (NICTA), we are unrivalled in our intellectual capital and our network with the global technology marketplace. The combined group will bring together approximately 600 research staff working in digital technologies to create benefit for Australia. Data61 will continue to develop Australia's future leaders with its strong 300+ PhD student program in collaboration with our best universities across Australia.

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 position will required you to provide consistent and high quality administrative support to the Engineering and Design Team. In this position you will work closely as a team with the Personal Assistant to support the Engineering and Design team. This involves but not limited to involve in 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.

## Duties and Key Result Areas:

**Support**

* Provide support as needed in day-to-day operational and strategic activities.
* Work proactively as part of an often regionally dispersed team, to carry out administrative tasks and provide personal assistance, under the general direction of senior staff.
* Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of Data61’s reputation.
* Work collaboratively with colleagues within your team, the business unit and across Data61, to reach objectives.
* Provide assistance with other team members to complete allocated tasks and activities.
* Provide instruction on activities pertaining to the immediate work area and responsibilities, as required and provide training to other staff.
* Generate improved solutions in work situations, trying creative ways to deal with problems and opportunities.

**Issues Management**

* Provide practical support to the Director(s) on dealing with issues and interactions with key stakeholders and external parties
* Ensure prioritized issues for the Director(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 (e.g. scholarship program, UX workshops)
* 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

**Diary Management**

* Assist the Director(s) to manage email, priorities tasks and meet deadlines
* Resolve conflicting appointments and deadlines

**Travel**

* Assist in or coordinate domestic and international travel arrangements for the Director(s) and other program/function/site staff as required
* Acquit travel expenses, and reconcile credit card statements, process payments, and raise invoices as required

**Office Efficiency**

* Maintain office supplies and equipment for the site/office/unit
* Maintain (site) vehicle pool by scheduling maintenance, record usage for charge‐back journals, and managing bookings
* 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 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. Strong organisational skills, able to prioritise demands, and escalate issues when required

## About CSIRO:

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

**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.