# Position Details

*Program Coordinator*

## Administrative Services – CSOF3

The following information is for applicants

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| Advertised Job Title**:** | Program Coordinator |
| Job Reference: | 61266 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Percentage of Client Focus - Internal: | 90% |
| Percentage of Client Focus - External: | 10% |
| Reports to the: | Research Director |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Simon Barry - email: Simon.Barry@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

The role of the Program Coordinator is to provide broad administrative services to support the effective provision of Analytics & Decision Sciences (A&DS) activities within Data61. This involves the development and implementation of systems and procedures that assist the team to achieve their objectives. The role also requires the coordination of materials needed for reviews, reports or to respond to information requests, as well the coordination of internal and external meetings or other events, including booking rooms, resources, travel, transport, equipment, catering and meeting minutes.

There will be a close working relationship with the A&DS admin team, Deputy Program Director, Executive Officer and various departments within Data61, thus the ability to build strong relationships with a wide range of internal and external stakeholders is also critical to this position.

CSIRO is committed to flexible working arrangements. Whilst we have a preference for this role to be full-time over 5 days, we are open to flexibility for the right person.

## Duties and Key Result Areas:

* Provide practical support to the Research Director and leadership team on dealing with issues and interactions with key stakeholders and external parties
* Prepare and review correspondence and reports that deal with routine matters
* Manage or contribute to administrative projects or issues as necessary (e.g. scholarship program, visiting scientists, publication records)
* Provide general administrative support for program, group and team activities
* 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
* Develop and maintain functional networks to facilitate effective operations
* Prepare or assist in the preparation of technical documents and presentation material
* 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. Previous experience in providing secretarial or administrative support to a line manager and/or team in a fast paced and complex environment.
2. Proficiency in Microsoft applications including Word, Excel, Access, PowerPoint, Outlook and in using enterprise wide business systems (such as TRIM, SAP, and travel systems or similar programs) to manage workflow processes and on‐line transactions
3. Demonstrated ability to work effectively in a team and positively contributing to the team environment.
4. Demonstrated ability to clearly convey information and ideas and establish effective interpersonal relationships with a wide variety of people.
5. Ability to work independently under limited direction and to show initiative and adaptability when managing competing demands to ensure all tasks are monitored and completed
6. Strong organisational skills, with the ability to prioritise demands, and escalate issues when required
7. Ability to quickly adapt to technological, structural and procedural changes, and a demonstrated ability and willingness to change ideas, and maintain professionalism and flexibility.

## About CSIRO:

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

Find out more about [Data61](http://www.data61.csiro.au/)