# Position Details

## Administrative Services – CSOF6

The following information is for applicants

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| Advertised Job Title**:** | Executive Officer |
| Job Reference: | 61268 |
| 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: | 80% |
| Percentage of Client Focus - External: | 20% |
| Reports to the: | Deputy Program Director |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Hannah BlundellPhone: 02 6218 3817Email: Hannah.Blundell@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’) Please do not email your application directly to Hannah Blundell.   Applications received via this method will not be considered by the selection panel. |

## Role Overview:

CSIRO’s Data61 is the largest data innovation group in Australia. We are unrivalled in our intellectual capital and our network with the global technology marketplace. The group brings together approximately 600 research and technology staff working in digital and data technologies to create benefit for Australia. Data61 develops Australia's future leaders with its strong 300+ PhD student program in collaboration with our best universities across Australia.

The Executive Officer provides high level support in the management and administration of the Business Unit and is responsible for supporting the efficient and effective operations of the Business Unit in delivery of CSIRO’s strategy.

In this position, the Executive Officer will have the opportunity to work alongside colleagues in a broad range of scientific, political, market, strategic planning, business development and management issues relevant to Data61 and the Analytics & Decision Sciences (A&DS) program.  It will involve contact with senior management across the organisation and with business leaders outside of CSIRO.

## Duties and Key Result Areas:

* Work as an autonomous team member within a dispersed team, providing leadership to ensure effective team performance, carrying out administrative tasks and providing executive support to assist senior and executive, scientific and general management.
* Provide high level support and advice to the Deputy Program Director and Research Director on issues and interactions with key stakeholders and external parties.
* Priorities issues for the Director’s attention and provide briefing notes/reports to facilitate effective action.
* Prepare and review correspondence, presentations and reports that deal with complex or sensitive matters, maintaining confidentiality as required.
* Identify emerging and unforeseen issues requiring the Director(s)’ intervention and develop appropriate responses.

**Coordination**

* Coordinate internal and external reviews, responses to information requests, and reporting requirements.
* Project manage sensitive or complex program activities.
* Plan and coordinate key program leadership meetings, conferences or other events.

**Compliance**

* Coordinate program compliance with CSIRO processes and governance requirements, and other applicable legislative requirements.
* Provide oversight of the program risk management framework.

**Planning**

* Coordinate the preparation of strategic program plans.

**Communication**

* Coordinate effective communication within and about program matters between Business Unit leadership team members.
* Develop and maintain cross-organisational networks to facilitate effective program operations.
* 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.
* Internal and external liaison with an ability to work with a range of customers.
* Prepare and coordinate ministerial correspondence and briefings.

**Teamwork**

* Work collaboratively with colleagues within your team, the business unit and across CSIRO, to reach objectives, leading staff and influencing other internal and external parties to achieve goals and promote CSIRO via external collaboration;
* Provide strategic leadership and advice to the Research Director and Deputy Program Director.

**Values**

* 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:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas
3. **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
4. **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
5. **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
6. **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

## Essential Criteria:

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

1. Industry experience in a relevant discipline.
2. Demonstrated ability to work effectively in a dynamic executive team environment, and collaborate widely both internally and externally.
3. Very strong analytical skills with a proven ability to investigate underlying issues of complex and ill-defined problems and develop appropriate responses through abstract thinking and using creative solutions.
4. Excellent organisational skills with a demonstrated ability to independently manage competing complex demands; establish or renegotiate priorities; and meet deadlines, including the ability to effectively adapt in ambiguous, urgent and/or complex situations where information is incomplete or not available.
5. Demonstrated experience in successful project management, including planning, engagement, monitoring and reporting to meet or exceed specified outcomes and timeframes.
6. Proven ability to coach and assist in the development of staff, utilising effective communication strategies to maintain high levels of productivity and trust.

## Desirable Criteria:

1. Previous experience working in research or government would be an advantage.

## Special Requirements:

Appointment to this role may be subject to conditions including security/national police/medical/character clearance requirements. Applicants who are not Australian Citizens or Permanent Residents may be required to undergo additional security clearances, which may include medical examinations and an international standardised test of English language proficiency (i.e. IELTS test).- <https://ielts.com.au/>

## 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 [Data61](https://www.data61.csiro.au/)