# Position Details

## Administrative Services – CSOF3

The following information is for applicants

|  |  |
| --- | --- |
| Advertised Job Title**:** | Personal Assistant – Part Time |
| Job Reference: | 60838 |
| 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: | 60% |
| Percentage of Client Focus - External: | 40% |
| Reports to the: | Research Director |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries:  | Mandy.Johnstone@data61.csiro.au*Please do not email your application directly to Mandy Johnstone. Applications received via this method may not be considered by the selection panel.* |
| 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.

The Personal Assistant will support the Research Director for CSIRO’s largest Research Program in a job share role, across 3 days per week. This key role involves high level administrative support, and effective client and staff liaison.

The Personal Assistant will provide a high level of customer support, and use judgement to prioritise and take action on a variety of tasks, including administration, financial monitoring, travel arrangements and diary management. Other key attributes will include a high degree of communication, organisational skill, flexibility, adaptability and a proactive approach in working in a team environment working under limited direction.

## Duties and Key Result Areas:

* Coordinate internal and external meetings and/or other events, including booking rooms, resources, travel, transport, equipment and catering.
* Prepare and take meeting minutes and initiate follow up action.
* Regularly review, evaluate and monitor the Research Director’s email, prioritising tasks and deadlines with the potential to provide support to the extended program leadership group.
* Resolve conflicting appointments and deadlines.
* Monitor and follow up on issues that need to be drawn to the Research Director’s attention in a timely manner.
* 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 the Research’s operations.
* Work proactively and collaboratively as part of a small team of administrative staff.
* 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: 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.*

* Demonstrated experience in providing secretarial or administrative support to senior management in a fast paced and complex environment.
* Demonstrated proficiency in Microsoft application including Word, Excel, Access, PowerPoint, Outlook, Project, and in using record management and travel systems.
* Well-developed interpersonal skills and ability to communicate accurately, effectively and to convey information and ideas both orally and in writing with key internal and external stakeholders.
* Advanced time management and organisational skills, with particular attention to detail, proven ability to establish priorities for managing multiple tasks and deadlines, cope with pressure and maintain a flexible approach.
* Evidence of ability to anticipate needs and use initiative, judgement and tact and maintain strict confidentiality.

## Desirable Criteria:

* Proficiency and knowledge of HP Records Management systems and SAP

## About CSIRO:

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