# Position Details

## Administrative Services – CSOF5

The following information is for applicants

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| Advertised Job Title**:** | Global Project Advisor, China |
| Job Reference: | 60908 |
| **Salary Range:** | AU $97k to AU $105k per annum, plus up to 15.4% superannuation |
| **Location:** | Preferred - **Melbourne and Canberra** (other locations may be considered) |
| **Relocation assistance:** | Will be provided to the successful candidate if required. |
| **Tenure:** | Specified Term of 1 year |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | [x]  Australian Citizens Only[ ]  Australian/New Zealand Citizens and Australian Permanent Residents Only* [ ]  All Candidates
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| Percentage of Client Focus - Internal: | 80% |
| Percentage of Client Focus - External: | 20% |
| Reports to the: | Global Operations Manager |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Mr Ben Aldham via email: Ben.Aldham@csiro.au  |
| Contact Details For Technical Difficulties: | 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 Job Reference number**.** Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’)  |

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**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 Global Project Advisor will be part of a small team who are the primary point of contact within CSIRO for our international activity specifically relating to China. This role will be to support CSIRO’s global development of an operating model for its China activities and support CSIRO business units with global engagement and partnerships (science and commercial). The role will include managing a range of internal engagement projects for Global across CSIRO and supporting overall Global strategy related to China.

## Duties and Key Result Areas:

* Project manage the development of an operating model for CSIRO in China.
* Support a program of internal engagement across the organisation to deliver Global services relating to the development of the operating model for China.
* Participate in key corporate programs and projects representing Global team.
* Coordinate project management activities, resources, equipment and information.
* Prepare relevant reports such as project status reports, presentations, agendas and minutes, and maintain logs and registers.
* Identify any potential issues or risks that could affect the progression of CSIRO’s China project and communicate these items with the Global Operations Manager and project sponsors, and work to identify potential solutions.
* Ensure projects adhere to frameworks and all documentation is maintained appropriately for each project.
* Contribute to the achievement of all key project performance baselines and objectives.
* Liaise with internal stakeholders and project sponsors to determine their needs, tailoring solutions to potentially conflicting requirements, taking personal responsibility for client satisfaction, and correcting problems promptly and in a constructive manner.
* Under limited direction, use technical expertise to lead a range of support activities/functions, or be responsible for a number of smaller projects, with independence of action within their own function, achieving results through the use and allocation of available resources, within constraints laid down by managers. (Including responsibility for results)
* Using persuasive negotiating skills (where appropriate), work with, influence and direct various working groups across multi-disciplinary functions, to ensure efficient execution of allocated tasks and successful delivery of the China project on time and within budget
* Work to influence the decisions of managers and stakeholders of various working groups by recognising the need for change in initiating innovative solutions and proposals.
* Liaise with and influence related professions to develop practices which support the effective and efficient delivery of the China project.
* 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, professional team, various working groups and business units, to carry out tasks in support of CSIRO’s China project delivery 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.

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

**Pre-Requisites:**

1. **Education/Qualifications:** A relevant certificate or tertiary qualification, and/or related work experience.
2. **Security:** Must be an Australian citizen who holds, or has the ability to obtain, an Australian government security clearance, NV1.
3. **Business Culture:** Experience and understanding of the Chinese operating environment.
4. **Communication:** Excellent written and oral communication skills, including the ability to clearly and succinctly convey information and ideas to individuals and groups.
5. **Behaviours: A history of professional and respectful behaviours and attitudes in a collaborative environment.**

## Essential Criteria:

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

1. Previous experience in project management in a complex organisation.
2. Proven ability to collaborate and consult with internal and external stakeholders, to bring solutions and provide guidance to senior management and staff, using influencing and judgement skills.
3. Proven ability to work effectively in a team environment to achieve common goals, as well as working independently when necessary.
4. Strong organisational and interpersonal skills with demonstrated experience in project coordination, and managing a variety of stakeholders in high pressure situations.
5. High degree of judgement, flexibility in thinking, diplomacy and sensitivity to interacting with people from different cultural and professional backgrounds.
6. Demonstrated ability and willingness to generate potential solutions to complex problems and resolve complaints using creativity, reasoning and past experience.
7. Demonstrated ability to independently achieve work objectives, work comfortably with ambiguity and a willingness to respectfully challenge and influence others with contrary views.

## Desirable Criteria:

1. Certificate or formal training in project management.
2. Prior working experience or background with a Chinese business.
3. Proficiency in Chinese language for business purposes.

## Special Requirements:

The successful candidate will be required to undergo formal psychometric assessments prior to or upon commencement.

**About CSIRO:**

We solve the greatest challenges through innovative science and technology. [Discover more about CSIRO](http://www.csiro.au/)

**CSIRO’s Commitment to Diversity**

We’re working hard to recruit diverse people and ensure all our people feel supported to do their best work and empowered to let their ideas flourish. [D&I Strategy](https://www.csiro.au/en/about/policies-guidelines/working-at-csiro/diversity-strategy)

**Flexible Working Arrangements**

We work flexibly at CSIRO, offering a range of options for how, when and where you work. Talk to us about how this role could be flexible for you. [Balance](https://www.csiro.au/en/Careers/The-CSIRO-Experience/Balance)