# Position Details

## Administrative Services – CSOF4

The following information is for applicants

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| Advertised Job Title**:** | Operations Officer |
| Job Reference: | 60377 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | * Australian & NZ citizens, and Australian Permanent and Temporary residents who have full work rights for the duration of this contract. |
| Percentage of Client Focus - Internal: | 0% |
| Percentage of Client Focus - External: | 100% |
| Reports to the: | Team Leader, Minerals and Water |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries : | Joanne Watkins, [joanne.watkins@csiro.au](mailto:joanne.watkins@csiro.au)  *Please do not email your application to Joanne Watkins. Applications received via this method will not be considered by the selection panel.* |
| 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 **Operations Officer** role is a secondment to Earth Science Western Australia (ESWA). ESWA is a not-for-profit organisation that has been working towards being Australia’s leading resource in earth sciences education since 2005, receiving recognition for this in 2015 with the Science Engagement Initiative of the Year award, at the Premier’s Science Awards.

This innovative organisation produces curriculum resources, trains teachers, provides hands-on educational experiences for students (Kindergarten to Year 12) and promotes earth sciences to a wide ranging audience, including the WA resources industry ([www.earthsciencewa.com.au](http://www.earthsciencewa.com.au)).

The Operations Officer will work with the Chief Executive Officer, ESWA staff and Board teams to support them to continuously improve the quality of earth sciences education for students and teachers across Australia.

## Duties and Key Result Areas:

* Under general direction provide a discrete support service, and participate in the planning of ESWA’s activities, showing initiative in interpreting policies and procedures.
* Innovate, develop and implement brand and marketing strategies to improve the public representation of ESWA.
* Liaise with a range of stakeholders to anticipate their needs, ensure the relevance of the activity and achievement of team objectives, take personal responsibility for guaranteeing stakeholder satisfaction, and correct problems promptly and in a constructive manner.
* Establish networks with other professionals in your field to ensure that the service provided continues to add value, and deliver training on procedural issues or systems developments to team members.
* Using discipline expertise develop and review policies, procedures, systems and make recommendations to guide management decisions.
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of both ESWA’s and CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary team to carry out tasks in support of ESWA’s objectives.
* Adhere to the spirit and practice of ESWA’s procedures and policies, and 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: Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.**
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: Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).**
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.

## Selection Criteria:

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

***Essential Criteria:***

* A minimum of two years’ experience in project management.
* Demonstrated experience in policy and strategy development.
* Knowledge of the laws governing WA’s associations and clubs.
* Experience working within multi-disciplinary teams to achieve common objectives.
* A high level of competence with the Microsoft Office suite.

***Desirable Criteria:***

* Experience leading, or assisting to lead, a not-for-profit organisation.
* Book-keeping experience.
* Experience with the administration of websites and online training platforms.
* Past successes in marketing and branding campaigns.

## Special Requirements:

A current and valid Western Australian Working with Children security clearance card, or ability and willingness to obtain clearance prior to commencement, is required for this role.

## About ESWA:

Find out more about ESWA [www.earthsciencewa.com.au](http://www.earthsciencewa.com.au)

## About CSIRO:

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