# Position Details

## Administrative Services – CSOF3

The following information is for applicants

|  |  |
| --- | --- |
| Advertised Job Title**:** | Grants/Administration Officer - Research Office |
| Job Reference: | 61570 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian Citizens Only  Australian/New Zealand Citizens and Australian Permanent Residents Only   * All Candidates |
| Percentage of Client Focus - Internal: | 80% |
| Percentage of Client Focus - External: | 20% |
| Reports to the: | Research Office Manager |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Merrilyn Lárusson via email: [merrilyn.larusson@csiro.au](mailto:merrilyn.larusson@csiro.au)  *Please do not email your application directly to Ms Lárusson. 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](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’ through the ‘People Hub’ icon |

## Role Overview:

The Grants/Administration Officer role will support all operational aspects of the Research Office with a particular focus on supporting pre-award and post-award activity associated with CSIRO’s internal competitive grants program (ResearchPlus), and CSIRO’s engagement with external funding programs. The Grants/Administration Officer may support the provision of Secretariat functions to the CSIRO Science Council and other Research Office governance committees (such as Assessment Panels, Science and Industry Endowment Fund). The role will be involved in Research Office communications and record-keeping, including maintaining intranets, sharepoints, databases, and the online grants application system.

## Duties and Key Result Areas:

* Respond to first-level enquiries regarding the ResearchPlus competitive grants program and relevant external grants programs, received via email or phone.
* Update Research Office intranet pages and other Research Office collateral, such as forms, templates, and mailing lists.
* Prepare and distribute the fortnightly Research Office Funding Opportunities Newsletter.
* Implement Research Office record-keeping protocols for sharepoints, email, the online grants application system, and other databases.
* Update content and manage records in online grants application system, according to procedures.
* Coordinate logistics of other Research Office governance committees, including travel and venue bookings, catering, preparing meeting materials, processing reimbursements
* 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, regionally dispersed team 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.*

1. A diploma/bachelor’s degree in a relevant discipline (such as science, business, management or communications) or relevant work experience.
2. A proven ability to work effectively as part of a small team.
3. A demonstrated high degree of attention to detail, accuracy and diligence.
4. Excellent written and verbal communication skills coupled with the familiarity and aptitude to use various communication channels.
5. Good organisational skills coupled with the ability to meet deadlines whilst managing competing priorities and adapting to a changing work environment.
6. Sound knowledge of the Microsoft Office suite (including Word, Excel, PowerPoint) and SharePoint.
7. Familiarity with database structures and concepts.

## Desirable Criteria:

1. Experience with grant and award processes, and associated governance.
2. Experience in creating and/or updating web pages and external website authoring environments.

## About CSIRO:

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