# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Executive Officer – Operations |
| Job Reference | 65729 |
| Tenure | Specified Term of 2 years  Full-time |
| Salary Range | AU$113,38 to AU$132,811 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Black Mountain, ACT |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Chief Operating Officer |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Janice Ip via email at Janice.Ip@csiro.au or phone (02) 9325 3086. |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

The Executive Officer for the Operations Group is an integral part of the Leadership Team and provides high level support in the management and administration of operations and contributes to the delivery of value-add support directly to the COO and the Leadership Team in meeting their objectives and deliverables.

Key responsibilities include the provision of advice and support on complex issues, coordination of planning activities, undertaking specific projects and formulating and preparing a range of strategic communications.

The Executive Officer reports to the COO and is responsible for the efficient and effective operations of the COO Office in the delivery of CSIRO’s strategy and relationship with Government and other stakeholders.

### Duties and Key Result Areas:

**Issues Management:**

* Provide high level support and advice to the Chief Operating Officer on issues and interactions with key stakeholders and external parties.
* Prioritise issues for the Chief Operating Officer’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.
* Identify emerging and unforeseen issues requiring Chief Operating Officer intervention and develop appropriate responses.

**Leadership:**

* Contribute as a member of Leadership Team and establish collaborative relationships with the Leadership Team and their functions to influence and achieve outcomes for the sector and respective teams.
* Support and manage the Site Leadership structures and committees for the Black Mountain Science and Innovation Precinct under the Site Leader.

**Coordination:**

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

**Compliance:**

* Coordinate Operations office compliance with CSIRO processes and governance requirements, and other applicable legislative requirements.
* Contribute to compliance outcomes with Operations requirements for the wider CSIRO.

**Planning:**

* Coordinate the preparation of strategic and operational Operations plans.
* Manage planning of key internal and external submissions and documents to support key projects.

**Communication:**

* Develop and maintain cross-organisational networks to facilitate Operations’ outcomes.
* In collaboration with the wider teams, develop, edit, review and update papers for the Executive Team, CSIRO Board and Board sub-committees on current issues as well as in preparation for scheduled Estimates Committee hearings.

**Projects:**

* Complete projects related to the Operations area as required for the Chief Operating Officer.

**HSE:**

* Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* This position may be required to represent the Chief Operating Officer where they cannot attend.
* Other duties as required.

## **Required Competencies:**

* **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.
* **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.
* **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.
* **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.
* **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.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

## **Selection Criteria**

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

***Pre-Requisites:***

1. ***Education/Qualifications:*** *A relevant tertiary qualification or equivalent management/leadership experience in an area relevant to the Operations group.*
2. *Ability to handle confidential or sensitive material and deal with matters with absolute discretion.*
3. ***Behaviours:*** *A history of professional and respectful behaviours and attitudes in a collaborative environment.*
4. ***Adaptability:*** *Demonstrated flexibility in thinking, and responding to organisational change by adapting strategies, goals and priorities.*

***Essential Criteria:***

1. *A confident and pro-active approach with the ability to work effectively with, and influence, senior leaders in a dynamic executive team environment, and collaborate widely both internally and externally.*
2. *Excellent written communication and oral skills, showing evidence of ability to formulate and prepare a wide range of strategic and government communications including complex and high-quality documents, reports, analyses, plans and briefings as well as present findings influentially to senior leaders and gain support for contentious proposals/ideas.*
3. *Very strong problem-solving skills with a proven ability to anticipate and manage problems in ambiguous situations, investigate underlying issues of complex and ill-defined problems and develop appropriate responses through abstract thinking and using creative solutions. Ability to interpret and defend conclusions with reasoned arguments.*
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 and negotiate outcomes.*

***Desirable Criteria:***

1. *Tertiary qualifications in a management or business discipline, and/or relevant experience in a research and development environment.*
2. *Experience working in a similar position supporting an Executive, within a Government agency.*

***As Australia’s Innovation Catalyst, CSIRO has strategic actions underpinned by behaviours aligned to****:*

* + *Excellent science*
  + *Inclusion, trust & respect*
  + *Health, safety & environment*
  + *Delivery on commitments.*

Special Requirements

Appointment to this role may be subject to conditions including:

* The successful candidate will be required to obtain and maintain a security clearance at Negative Vetting 1.

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