# Position Details

## Administrative Services- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Administration Officer |
| Job Reference | 68314 |
| Tenure | Specified Term of 2 years  Full-time or Part-time (0.8) |
| Salary Range | AU$63,594 to AU$80,937 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Kensington, WA |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Research Director, Discovery Program |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Sandra Occhipinti via email at: Sandra.Occhipinti@csiro.au or phone +61 4 3582 8698 |
| 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

Discovery is one of the largest Programs within the CSIRO Mineral Resources Business Unit (CMR). The Program currently contains four Groups and sixteen Teams, with the total number of staff around 80. The Discovery Program works on solving the greatest challenges associated with exploring for new resources and understanding how these resources are formed. Staff within the Discovery Program are mostly scientists of varying experience and from diverse cultural backgrounds. We work closely with other government agencies, the resources industry and academia to design and implement different programs nationally, and sometimes overseas.

The Administration Assistant will primarily assist the Research Program Director in the day to day running of the Program and assist Discovery staff from time to time with their administrative tasks. This role can be fast paced and dynamic, our ideal candidate will be excellent at multi-tasking and willing to encompass varied areas of administration support. The role is autonomous, and the successful candidate will be expected to take the lead.

### Duties and Key Result Areas:

* Provide efficient and effective diary management, including arranging meetings and appointments on behalf of the Program Director, minute taking and managing all domestic and overseas travel arrangements.
* Monitor and prioritise incoming email correspondence – exercising judgement and initiative to request, coordinate, manage, and action as appropriate.
* Manage the uploading of material to the CSIRO research website, LinkedIn or other social media and playing a key role in further developing the social media presence of the Discovery Program.
* Event management and coordination, including attending key functions and advertising events on various social media platforms and the CSIRO website.
* Establish and maintain electronic document management systems in accordance with CSIRO's record management standards.
* Act as point of contact to the Research Program Director and staff during official travel.
* Manage the sale and supply of software licences, procurement of goods and services and issue invoices.
* Respond courteously and efficiently to requests for your services, keep clients informed about progress and redirect requests to appropriate staff when required.
* Provide basic instruction and assistance to staff for the purpose of maintaining accuracy and compliance with policy and procedures, relevant to the immediate work area and responsibilities, as required.
* Look for opportunities to generate improved solutions in work situations, trying creative ways to deal with routine problems and opportunities, and exercising initiative when applying established procedures.
* 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 procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

## **Required Competencies:**

* **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.
* **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.
* **Resource Management/Leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
* **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.
* **Independence:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **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.

## **Selection Criteria**

#### Essential

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

1. Relevant trade certificate/diploma/bachelor’s degree or equivalent relevant work experience providing high level administrative support.
2. Demonstrated experience in providing administrative assistance to a Senior Manager or Executive in a fast paced and complex environment.
3. Strong organisational skills with the ability to prioritise demands, proactively resolve and/or escalate matters so they are managed in a timely manner.
4. The ability to work effectively in a team environment by collaborating with internal and external stakeholders, as well as sharing resources to accomplish objectives.
5. Demonstrated proficiency in Microsoft applications including Word, Excel, Access, PowerPoint, Outlook and Project.
6. Event management and coordination experience.

Special Requirements

Appointment to this role is subject to the following condition:

* The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

## **About CSIRO:**

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Find out more about CSIRO [Mineral Resources](https://www.csiro.au/en/Research/MRF)