# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants |
| Advertised Job Title | Executive Officer  |
| Job Reference | 71547 |
| Tenure | Term – 3 years |
| Salary Range | AU$98,735 to AU$106,848 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Locations negotiable where there is a significant Data61 presence - Sydney, Canberra, Melbourne, or Brisbane |
| 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 | Executive Manager Business Operations  |
| Enquire about this job | Liz Hall – liz.hall@data61.csiro.au  |
| 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 or call 1300 984 220. |

### Role Overview

CSIRO’s Data61 is the digital technologies and data science arm of Australia’s national science agency. With around 500 staff and another 500 affiliate staff through its network of 30 university partners, Data61 represents one of the largest collections of R&D expertise in artificial intelligence, data science, cybersecurity, robotics, and software engineering in the world. With a focus on impact-driven science and technology, Data61 works across disciplines and industry sectors to solve some of the world’s greatest challenges through digital R&D.

The role of Executive Officer in Data61 is to support the Executive Manager Business Operations in effective delivery of operational management and governance of the Business Unit. The position will be responsible for the initiation and management of projects, stakeholder engagement and management, preparation of progress and milestone reports for major projects, and the provision of advice and support on complex issues.

### Key Result Areas:

#### Issues Management

* Provide high level support and advice to the Executive Manager Business Operations, and the Director, on issues and interactions with key stakeholders and external parties
* Prioritise issues for 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 intervention and develop appropriate responses

#### Coordination

* Coordinate internal and external reviews, responses to information requests, and reporting requirements
* Project manage sensitive or complex Business Unit/Function activities
* Plan and coordinate key Business Unit/Function leadership meetings, conferences or other events

#### Compliance

* Coordinate Business Unit/Function compliance with CSIRO processes and governance requirements, and other applicable legislative requirements
* Provide oversight of the Business Unit/Function risk management framework

#### Planning

* Coordinate the preparation of strategic and operational Business Unit/Function plans

#### Communication

* Coordinate effective communication within and about Business Unit/Function matters between Business Unit/Function leadership team members and other stakeholders
* Develop and maintain cross organisational networks to facilitate effective Business Unit/Function operations

## **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:** 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.
* **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
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions
* **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
* **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**

#### Essential

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

1. A confident and pro-active approach with the ability to work effectively in a dynamic executive team environment and collaborate widely both internally and externally
2. Very strong analytical skills with a proven ability to investigate underlying issues of complex and ill-defined problems and develop appropriate responses through abstract thinking and using creative solutions
3. 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
4. Demonstrated experience in successful project management, including planning, engagement, monitoring and reporting to meet or exceed specified outcomes and timeframes
5. Proven ability to coach and assist in the development of staff, utilising effective communication strategies to maintain high levels of productivity and trust
6. Excellent interpersonal, verbal and written communication skills, including the ability to produce reports and present at an executive level

**Desirable:**

1. Experience working in research or government would be an advantage

Special Requirements

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:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](https://data61.csiro.au/)!