# Administrative Services – CSOF4

Role summary for potential applicants

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| Advertised Job Title**:** | Executive Assistant – Deputy Chief Executive |
| Reference Number**:** | 11882 |
| Classification**:** | CSOF4 |
| Salary Range: | AU $78K to AU $88K plus up to 15.4% superannuation |
| Location**:** | North Ryde, NSW |
| Tenure: | Indefinite/Ongoing |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | Australian Citizens Only |
| Functional Area**:** | Administrative Services |
| % Client Focus - Internal: | 60 |
| % Client Focus - External: | 40% |
| Reports to the: | Deputy Chief Executive |
| Number of Direct Reports: | 0 |

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| **Role Overview:** |
| This Executive Assistant position is responsible for the efficient and effective support of CSIRO’s Deputy Chief Executive and his office.  The successful applicant will be a strong, energetic, collaborative and flexible person with significant experience in providing a proactive contact point for matters arising in the Deputy Chief Executive's office as well as providing high level executive and administrative support |

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| **Key Accountabilities:** |
| * Provides comprehensive support services to the Deputy Chief Executive that ensures a professional, responsive and effective experience with internal stakeholders and external customers and with the organisation as a whole. * Provides high level diary management, prioritises inquiries and requests while troubleshooting conflicts, makes judgements and recommendations to ensure smooth day-to-day management of the Deputy Chief Executive’s office. * Administers correspondence, manages incoming calls, and prioritises phone messages, emails and mail. Handles all calls and visitors with style and professionalism. |

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| **Duties and Key Result Areas:** |
| Provide a high quality interface to the Office of the Deputy Chief Executive by:   * Develop and maintain strong and effective relationships with CSIRO’s external stakeholders (the CSIRO Board, Ministers’ office, government, academia, industry, other agencies, the general public) * Work collaboratively with internal stakeholders, in particular, the Executive team, the Groups Executive leaders and the broader Executive Management Council (and their staff) and the CSIRO Board Office with a spirit of cooperation and as a relationship builder. * Maintains confidentiality and uses a high degree of discretion and sensitivity in all interactions and around important issues. * Display excellent communication skills to persuade and negotiate when working with guests, CSIRO management, coworkers and other stakeholders particularly when under pressure. * Utilises engaging interpersonal skills including the ability to think and act strategically, provide sound judgement and provide a positive and energetic attitude. * Provide systematic and dependable follow up, as well as a high level of organisation and preparedness. * Maintains workflow under pressure in a fast-paced, high profile work environment.   Provide high quality executive and administrative support in the complex and demanding environment of the Office of the Deputy Chief Executive by:   * Provides complex travel arrangements. Is familiar with specific, detailed needs of the DCE and travel partners; creates consistent travel itinerary portfolios and quickly addresses changes. * Managing a complex and busy diary in light of changing circumstances * Maintains workflow under pressure in a fast-paced, high profile work environment. * Undertake research and ensure appropriate background and briefing is provided to DCE for all meetings. * Monitor and prioritise DCE emails and calls – exercising judgement and initiative to request and coordinate, and manage and action as appropriate * Maintain accurate, accessible and up-to-date office information systems and processes (Outlook, email folders, Outlook contacts, paper files, TRIM files). * Provides effective issues, records and information management,   + Track current issues and correspondence to the DCE to ensure that they are handled in a timely fashion.   + Filter and prioritise information   + Ensure that the DCE attends to issues in a timely manner   + Maintain confidentiality in managing issues, records and information. * Foster a zero harm environment (HSE) and monitor compliance with CSIRO’s policies. |

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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed*  ***Essential Criteria:***   1. Demonstrated experience in providing executive support to a senior executive within a large, complex organisation. 2. Ability to provide a ‘customer first focus with a wide range of internal and external stakeholders. 3. High level communication skills (written and verbal) with demonstrated experience in building and maintaining strong relationships through collaboration and cooperation. 4. Demonstrated ability to professionally handle sensitive and confidential information, and use appropriate judgment and discretion. 5. Strong organisational skills with the ability to prioritise demands, and escalate issues as appropriate. 6. Ability to provide a flexible approach in the application of judgement to provide solutions, being flexible and agile. 7. Demonstrated proficiency in Microsoft applications including Word, Excel, Access, PowerPoint, Outlook, and Project.   ***Special requirements:***  To be eligible for this position you must hold an Australian Citizenship and be willing and able to meet Negative Vetting Level 1 Security requirements.  **CSIRO is a values based organisation. You will need to demonstrate behaviours aligned to our values of:**   * Integrity of Excellent Science * Trust & Respect * Creative Spirit * Delivering on Commitments * Health, Safety & Sustainability |

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| **Other Information:** |
| **How to Apply**  Please apply for this position online at [www.csiro.au/careers](http://www.csiro.au/careers). You may be asked to provide additional information (online) relevant to the selection criteria. If so, then responding will enhance your application so please take the time to provide relevant succinct answers. Applicants who do not provide the information when requested may not be considered.  If you experience difficulties applying online call 1300 301 509 and someone will be able to assist you. Outside business hours please email: [csiro-careers@csiro.au](mailto:csiro-careers@csiro.au).  **Referees**: If you do not already have the names and contact details of two previous supervisors or academic/ professional referees included in your resume/CV please add these before uploading your CV.  **Contact:** If after reading the selection documentation you require further information please contact:  Michael Nobelenvia email: [Michael.Nobelen@csiro.au](mailto:Michael.Nobelen@csiro.au) or phone: +61 2 6276 6080  Please do not email your application directly to Michael Nobelean. Applications received via this method will not be considered.  **About CSIRO**  At CSIRO, we do the extraordinary every day. We innovate for tomorrow and help improve today – for our customers, all Australians and the world.  Our innovations contribute billions of dollars to the Australian economy every year. As the largest patent holder in the nation, our vast wealth of intellectual property has led to more than 150 spin-off companies.  With more than 5,000 experts and a burning desire to get things done, we are Australia’s catalyst for innovation.  CSIRO. We imagine. We collaborate. We innovate.  Find out more! [www.csiro.au](http://www.csiro.au).  **CSIRO Human Resources**  CSIRO Human Resources provides support and leadership on people issues to leaders and staff across CSIRO. Our goal is to develop high performing teams working across boundaries. |