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Executive Officer

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Company: Csiro

Location: Melbourne

Category: other-general

The Opportunity 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. Innovative and collaborative workplace with fantastic flexibility
Fantastic team environment Join CSIRO - Australia's premier research organisation The role of the Executive Officer in Data61 is to support the Executive Manager Business Operations in the 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. Your duties will include:

- 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
- 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 Location : Locations negotiable where there is a significant Data61 presence; Sydney, Canberra, Melbourne, or Brisbane Salary : AU\$98,735 to AU\$106,848 pa (pro-rata for part-time) + up to 15.4% superannuation Tenure : Specified term of 3 years Reference : 87551 To be considered you will need: Essential Under CSIRO policy only those who meet all essential criteria can be appointed. 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 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 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 Demonstrated experience in successful project management, including planning, engagement, monitoring and reporting to meet or exceed specified outcomes and timeframes Proven ability to coach and assist in the development of staff, utilising effective communication strategies to maintain high levels of productivity and trust Desirable Experience working in research or government would be an advantage For full details about this role please view the Position Description Eligibility Applications for this position are open to Australian Citizens, New Zealand Citizens and Australian Permanent Residents only. Appointment to this role is subject to provision of a national police check and may be subject to other security/medical/character requirements. Flexible Working Arrangements We work flexibly at CSIRO, offering a range of options for how, when and where you work.

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