



Australian Government

Australian Centre for International Agricultural Research

POSITION PROFILE

Position Number:	Various
Classification:	APS Level 4
Salary:	\$69,118 to \$72,961 per annum plus 15.4% superannuation
Title:	Program Support Officer (PSO)
Program:	Research Programs
Supervisor:	Manager, Research Program Support
Status:	Non-ongoing

About ACIAR

The Australian Centre for International Agricultural Research (ACIAR) is an independent agency within the Australian Government Foreign Affairs and Trade portfolio. Our mission is to catalyse more productive, sustainable and resilient food and farming systems for the benefit of developing countries and Australia. We do this through brokering, funding and managing research partnerships between Australian scientists and developing countries.

Operating under the *Australian Centre for International Agricultural Research Act 1982*, we are a specialist element of Australia's overseas development assistance program, fostering international agricultural research and development partnerships for more sustainable agricultural, forestry and fisheries systems, improved livelihoods for smallholders and more resilient food systems in partner countries.

Our headquarters are in Bruce (Canberra). Further information on our current projects, programs and priorities can be found at <https://www.aciar.gov.au>

About the Position

Program Support Officers (PSOs) operate in Research Programs. There are a number of PSO positions in ACIAR and occupants may be required to rotate between positions according to organisational needs. The PSO supports a Research Program Manager (RPM) who manages a suite of projects in a research program. The PSOs may work one to one with an RPM or within a small PSO team, providing support to a number of RPMs working across programs. It is intended that PSOs work in a collaborative way, sharing information and supporting group learning for the efficient and effective delivery of support services.

The position provides administrative advice and support to RPMs, and project teams. The role involves finance and contract administration; liaising with project stakeholders; preparation and monitoring of budgets; and communication with external and internal stakeholders.

Duties:

1. Deliver a wide range of administrative services and support to Research Program Managers and project teams.
2. Contribute to the financial management of projects by processing project payments and acquittals; monitoring budgets and making variations as required; and creating and updating spreadsheets.
3. Assist with preparation of contractual documentation, with Australian and overseas institutions in accordance with ACIAR policies and procedures.
4. Maintain all project information on a computer-based information system.
5. Prepare correspondence and reports on program matters; collate documents and information as required.
6. Liaise with internal and external stakeholders (both domestic and international).
7. Contribute to meeting arrangements (both in Australia and overseas); including coordination of attendees and preparation of meeting papers.
8. Make travel arrangements (domestic and international) for RPMs, including booking travel and accommodation; organising visas; and itineraries.
9. Contribute to the effectiveness and productivity of the Research Program by demonstrating flexible and cooperative work practices within a small team/cluster environment

SELECTION CRITERIA

Australian Public Service Level 4

Program Support Officer (PSO)

1. Sound organisational and administrative skills in program support or similar environment, including the ability to prioritise; plan; and organise tasks to achieve desired results while working under pressure.
2. Demonstrated ability to work effectively within a team environment; share knowledge; build and sustain positive working relationships; show initiative; and take responsibility for personal development.
3. Well-developed written and oral communication skills with the ability to prepare contracts (using templates); draft correspondence and reports with a high level of attention to detail; the ability to provide outstanding client service; and value diversity through sensitivity in dealing with people from other cultures.
4. A general knowledge or ability to learn the financial management processes in the Public Service with an emphasis on monitoring budgets and processing payments.
5. Competency in the use of SharePoint and the Microsoft Office suite including intermediate Excel skills and/or experience in database management.

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NB: All ACIAR employees demonstrate a commitment to the APS Code of Conduct and Values, as well as to workplace diversity and occupational health and safety. It is also expected that ACIAR employees will have appropriate cross-cultural sensitivities.