# Position Details

## Administrative Services- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | CBIS Officer - Stores and Logistics Supervisor |
| Job Reference | 87421 |
| Tenure | Indefinite or Specified Term Full-time |
| Salary Range | AU$63,594 to AU$80,937 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Black Mountain, Canberra |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens Only * Australian/New Zealand Citizens and Australian Permanent Residents * All Candidates |
| Position reports to the | CBIS Coordinator Administration |
| Client Focus – Internal | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | 2 |
| Enquire about this job | Contact Nicole Van Schieveen via email at [Nicole.Van.Schieveen@csiro.au](mailto:Nicole.Van.Schieveen@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](mailto:careers.online@csiro.au) or call 1300 984 220. |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

### Role Overview

Administrative staff in CSIRO provides administrative and management services to support the effective provision of research and development activities. This involves the development and implementation and/or administration of policies, systems and procedures that assist the organisation and the business units to achieve their objectives and meet Government and regulatory responsibilities.

CSIRO has a complex property portfolio of owned and leased facilities that comprises over 1,000 buildings spread across 59 locations within Australia and in three countries overseas. This scientific research, (including National Research Infrastructure) and office/administration facilities are diverse in ownership, type of property, age and condition. The property portfolio is managed by CSIRO’s Business and Infrastructure Services unit (CBIS) which has offices in each state.

The role of Stores and Logistics Supervisor will coordinate a broad range of CSIRO operational functions focussed on stores, mail & freight, waste management, Fleet administration and logistical support to CSIRO Business and Infrastructure Services (CBIS). This service provision may be to one or more sites.

### Duties and Key Result Areas

Under the general direction:

* Oversee the Stores and logistics operations for the ACT region;
* Supervision of Stores day to day operations, including coordinating workloads, leave as required.
* Provide a high-quality stores and logistics service to all CSIRO staff and customers and business partners at the ACT regional sites
* Ensure the efficient, timely and accurate receipt and dispatch of all material goods through the store, to and from the site(s) including the coordination of bulky goods direct to the customer or remote destination.
* Ensure mail and freight items are recorded/received/held/dispatched as necessary and specialist packaging issues such as dangerous goods, frozen or cold samples, critical timeframes, specialist freight services, etc, are understood, considered and implemented in consultation with the customers;
* Ensure appropriate inventory control in the store and liaise with customers for future needs and change requirements with stock held;
* Facilitate the efficient procurement of specified goods/ services and ensure that this is achieved in accordance with CSIRO Policies;
* Coordinate the internal dispatch and pick-up of goods in-line with agreed terms and available resourcing across the site(s);
* Ensure the safe provision of fork/pallet lift requirements relating to agreed receivables or dispatched goods
* Provide administrative support in respect to the vehicle fleet, and being the site fleet contact ensuring that inspection, cleaning, repairs and servicing are undertaken by responsible parties as required. May also include other fleet duties as directed;
* As part of the CBIS facility support team, coordinate and/or assist with the delivery of logistic and site services such as waste management and other services;
* Develop and maintain stores operating procedures for safe efficient operation.
* Housekeeping and management of packaging waste.
* Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work proactively as part of an often regionally dispersed team, to carry out administrative tasks and provide personal assistance, under the general direction of senior administrative staff.
* Work collaboratively with colleagues within your team, the business unit and across CSIRO, to reach objectives.
* Provide instruction and assist other staff to complete allocated tasks and activities, as required including reviewing work of less experienced staff.
* Provide instruction on activities pertaining to the immediate work area and responsibilities, as required and provide training to other staff.
* Generate improved solutions in work situations, trying creative ways to deal with problems and opportunities.
* Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. Relevant skills and experience in the planning and supervision of a stores and logistics service including inventory control and stocktake in accordance with established procurement guidelines, policies and procedures.
2. Ability to take initiative, plan, coordinate, develop and maintain operational procedures, prioritise activities and work independently to achieve service outcomes.
3. Proven experience finding solutions to promote improved solutions in work situations, trying creative ways to deal with problems and opportunities.
4. Customer service experience, and proven ability to foster a collaborative work environment and encourage active participation by all team members.
5. Demonstrated keyboard and data entry skills and experience in Microsoft Office applications (Word, Excel & Outlook) and routine administration.

## **Desirable:**

## Sound knowledge of specialist and dangerous goods management relating to samples, research materials, gases and other dangerous goods.

## **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:** Recognises 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.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance 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.

• Licences: Possession of, or the ability to quickly obtain, an appropriate licence/authority for the operation of pallet trolleys and forklifts and the possession of a current full motor vehicle driver’s licence.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) for more information.

CSIRO is a values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

* People First
* Further Together
* Making it Real
* Trusted