# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants |
| Advertised Job Title | Facilities Draftsperson |
| Job Reference | 91667 |
| Tenure | Specified Term 18months  |
| Salary Range | AU $89,680 - $101,459 per annum (pro-rata for part-time)plus up to 15.4% superannuation |
| Location(s) | Australian Centre for Disease Preparedness (ACDP), Geelong VIC |
| 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 | Document & Compliance Manager |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Bridget Salvatore via email at bridget.salvatore@csiro.au or phone +61 3 5227 5113 |
| 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. |

**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).

**Child Safety**

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](https://www.csiro.au/en/about/policies/child-safe-policy).

### Role Overview

## The role of CSIRO has a complex property portfolio of owned and leased facilities that comprises over 1,000 buildings spread across more than 55 locations within Australia. These scientific and research facilities are diverse both in location and type. CSIRO Business & Infrastructure Services (CBIS) is chartered with managing the services, maintenance and operation of all CSIRO’s scientific and research facilities. CBIS delivers strategic, estate management and capital works functions through its regional and state property management teams supported by its capital works team.

## CBIS’s strategy and operational activities align and support with CSIRO’s strategic direction and scientific activities. As a Facilities Draftsperson, you will manage and deliver technical drawing documentation from end to end at the Australian Centre for Disease Prevention in Geelong in support of project or maintenance activities. This position sits within the Document team, in the Broader Compliance & Services Team. The role will contribute to the effectiveness of the Maintenance, Capital Works and wider Assets & Infrastructure Projects. Typical projects range in value from $20,000 to $400,000 and have strong engineering focus. Future projects may be of greater value.

## In delivering these projects, you will be responsible for engagement with ACDP Technical Support Team and operate within the Document Management & Project governance structures. You will be directly accountable for ensuring the existing and new drawings including P&IDs adheres to quality requirements and Australian Standards.

## The role requires the participation in various project activities, including working closely across key stakeholder and contractor groups, in a rapidly changing environment to deliver leading edge project outcomes.

## The Facilities Draftsperson is responsible for assisting the SAMs team in the maintenance of CSIRO’s Space and Asset Management System (SAMS) and supporting CBIS integrating Capital Works (BIM) Model into the existing platform for managing infrastructure, space and assets within CSIRO facilities. These software applications require this position to have a good working knowledge and update the outcomes / outputs as required as they relate to the spatial plans.

## This is a security assessed position. Appointment into the position is subject to the successful applicant holding or having the ability to hold an Australian Government security clearance at the Negative Vetting 1 level.

### Duties and Key Result Areas

* Develop accurate detailed designs within project scope definition, timeline and budget. To ensure designs are fit for purpose, safe and if applicable, in accordance with relevant Australian Standards and CSIRO specifications.
* Prepare, revise and produce technical detail drawings to support the professional engineers in the delivery of proficient and timely advice and services.
* Preparing preliminary, construction, Schematics, P&ID’s, and as installed/built detail drawings to requirement using CAD software.
* Ensure technical correctness, quality, cost and timeliness of own work to contribute to achievement of overall team/project objectives.
* Respond courteously and efficiently to requests for your services, keep clients informed about progress and redirect requests to appropriate staff when required.
* Under general supervision, undertake a range of AutoCAD based tasks, at times under specific instruction, in accordance with established procedures and using skills developed through experience and/or training.
* Required to create and maintain building floor and site .dwg files in accordance with CSIRO requirements, including but not limited to, setting up all required layers and drawing individual room, building and furniture polylines.
* Required to upload and update building floor and site .dwg and .swd files using AutoCAD and Cadcorp SIS functions.
* Under general supervision and instruction create and maintain Space related data in the SISfm and Archibus systems, including but not limited to creating and disposing of sites and buildings.
* Provide basic instruction and assistance to staff for the purpose of maintaining accuracy and compliance with policy and procedures, relevant to the immediate work area and responsibilities, as required.
* Look for opportunities to generate improved solutions in work situations, trying creative ways to deal with routine problems and opportunities, and exercising initiative when applying established procedures.
* Communicate openly, effectively, and respectfully with all staff, clients, and suppliers in the interest of good business practice, collaboration, and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary, often regionally dispersed administrative and facilities support team, and business unit to carry out tasks with support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.
* Work collaboratively as part of a multi-disciplinary, regionally dispersed team to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. Diploma of Electrical Engineering (Design) or higher or Diploma of Engineering Drafting or similar
2. Previous experience working within the Autodesk product collection desirable (Autodesk AutoCAD, Autodesk Electrical, Autodesk Raster Design, BIM Model)
3. Demonstrated ability to fulfil the technical, judgement and teamwork accountabilities of the role.
4. Knowledge of engineering technical drawings and understanding of relevant Australian Standards.
5. Well developed interpersonal and communication skills, both written and verbal.
6. Strong analytical ability to approach problems laterally and logically to see through to an acceptable solution.
7. Demonstrated knowledge and skills in the use of the Microsoft Office suite of products.

**Desirable**

1. Familiar with the use of facilities management specific software and systems including but not limited to Archibus, SISfm, Cadcorp SIS and Serraview.

## **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:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
* **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:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **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.

Special Requirements

Appointment to this role is subject to provision of a pre-employment background check and may be subject to other security/medical/character clearance requirements.

Include if relevant:

* The successful candidate will undertake a pre-employment background check. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* The successful candidate will be required to obtain and maintain a security clearance at the Negative Vetting 1.
* ACDP - Security Assessment and Microbiological Security Requirements for Personnel Working on the Australian Centre for Disease Preparedness (ACDP) Site.

## **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