Position Details

**Administrative Services – CSOF4**

Role summary for potential applicants

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| **Advertised Job Title:** | CBIS Project Officer |
| **Reference Number:** | 91757 |
| **Classification:** | CSOF4 |
| **Salary Range:** | AU $89,680 to AU $101,459 plus up to 15.4% superannuation |
| **Location:** | Black Mountain, Canberra ACT |
| **Tenure:** | Indefinite |
| **Relocation assistance:** | Will be provided to the successful candidate if required. |
| **Applications are open to:** | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| **Functional Area:** | Administrative Services |
| **% Client Focus - Internal:** | 80% |
| **% Client Focus - External:** | 20% |
| **Reports to the:** | Project Manager, Implementation  |
| **Number of Direct Reports:** | 0 |

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 with CSIRO’s strategic direction and scientific activities.

Capital works projects are delivered across the national property portfolio working closely with state and regional managers. The Project Officer will support the planning and delivery of medium and major capital works projects, including construction, refurbishment and environmental sustainability projects. These projects are undertaken in a complex environment, with a focus on whole of life capital and operating costs. 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.

**Role Overview:**

* Support CBIS Project Managers to plan and deliver capital works projects on time, on budget, and fit for purpose
* Support the team with the development and organisation of documentation that supports the planning and delivery of capital works projects such as business case development, procurement, governance,

**Duties and Key Result Areas:**

* Assist with project delivery responsibilities including procurement, contract management, financial management, risk management and reporting
* Assist in the preparation of reports and papers for consideration by project governance committees and the CSIRO Executive
* Manage the administrative aspects of projects including document management, minute taking, report writing, preparation of presentations and organisation of meetings
* Develop productive relationships with internal and external stakeholders to enhance project outcomes, and contribute to the implementation of change management strategies utilising strong relationship, collaboration and influencing skills and experience
* Participate as a member of CBIS in the development and implementation of best-practice methodologies, procedures and tools to deliver projects and CSIRO strategic objectives.
* Assist project managers prepare for the presentation of capital works projects to the Parliamentary Standing Committee on Public Works.
* 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 collaboratively with colleagues within your team, the business unit and across CSIRO, to reach objectives, establishing networks with other teams and professionals in their field.
* Allocate activities, direct tasks and manage resources to meet objectives.
* 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.

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| **Selection Criteria** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed*Competencies: 1. **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.
2. **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.
3. **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.
4. **Judgement and Problem Solving**: Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
5. **Independence**: Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
6. **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.
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| Essential Criteria: 1. Demonstrated ability to work independently in a complex environment with multiple stakeholders and work to achieve outcomes within agreed timeframes.
2. Experience in project management, particularly in the planning and successful delivery of project objectives in regards to time, cost, quality and safety.
3. Demonstrated experience in the effective use of project management tools, systems and strategies.
4. Proven ability to think strategically and use sound judgement to make appropriate recommendations.
5. Demonstrated understanding of project management methodologies, contract management, health and safety legislation, and government procurement requirements;
6. Highly developed stakeholder management skills to build and maintain strong working relationships, and the capability to support change across user groups and the organisation.

Desirable Criteria: 1. Experience in the planning and delivery of capital works projects, especially in a scientific, university and/or public sector environment
2. Knowledge of the compliance and regulatory requirements of scientific facilities.

Special Requirements: * Hold a current National Police Certificate or have the willingness and ability to gain one

**As Australia’s Innovation Catalyst, CSIRO has strategic actions underpinned by behaviours aligned to**:* Excellent science
* Inclusion, trust & respect
* Health, safety & environment
* Delivery on commitments.

**In your application and at interview you will need to demonstrate alignment with these behaviours.** |

**Other Information:**

**How to Apply**

Please apply for this position online at <https://jobs.csiro.au/> and enter requisition number **91757.** Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’)

Please load your CV (Maximum 2MB). You may also be required to respond to some screening questions.

If you experience difficulties applying online call 1300 984 220 for assistance. Outside Australian business hours please email: csiro-careers@csiro.au.

Please do not email your application directly to Francine Kelly. Applications received via this method may not be considered by the selection panel.

**About CSIRO**

Australia is founding its future on science and innovation. Its national science agency, the Commonwealth Scientific and Industrial Research Organisation (CSIRO) is a powerhouse of ideas, technologies and skills for building prosperity, growth, health and sustainability. It serves governments, industries, business and communities across the nation.

Find out more! [www.csiro.au.](http://www.csiro.au/)

We work flexibly at CSIRO, offering a range of options for how, when and where you work. Talk to us about how this role could be flexible for you.

Find out more! CSIRO Balance

**CSIRO Business and Infrastructure Services**

CBIS provides a wide range of property, site and infrastructure services that enables CSIRO to operate sustainably.

Business and Infrastructure Services (CBIS) provides a wide range of property, site and infrastructure services that enables CSIRO to operate efficiently, effectively and sustainably. Out team performs functions and provides services to CSIRO and its customers. We manage the provision, operation and maintenance of CSIRO's properties including more than 1000 scientific and research facilities across 54 sites. Our team works closely with other enterprise support services to enable CSIRO as the 'Innovation Catalyst'.