# Position Details

## Administrative Services- CSOF3

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| The following information is for applicants |
| Advertised Job Title | Project Support Officer, Capital Works  |
| Job Reference | 94411 |
| Tenure | Specified Term of 2 years  |
| Salary Range | AU$68,148 - AU$86,733 per annum (pro-rata for part-time)plus up to 15.4% superannuation |
| Location(s) | Geelong, VIC – ACDP Note – some meetings will be located in Melbourne CBD, there is some opportunity to work from home, but the role will be needed to be on-site for substantial periods during construction works. |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens Only
 |
| Position reports to the | ACDP B&IS Project Director |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Rod Howard via email at Rod.howard@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 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

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 (B&IS) 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.

As the CBIS Project Support Officer, you will provide coordination and administrative support in the planning and delivery of complex capital works projects. This role will require the coordination contractors, onboarding of contractor teams, communication of project updates and key change management initiatives, arrangement of stakeholder and project team availability, development and preparation of meeting papers, and implementation of policies, systems, and procedures to assist Capital Works to achieve objectives, and meet Government and regulatory responsibilities.

You will be responsible to the B&IS Project Director and be supported by the capital works project management office (PMO). To be successful in this position, you will possess high level interpersonal skills with a focus on quality customer service, an understanding of project management, and the ability to coordinate the activities of contractors. You will need to draw on expertise about CSIRO and ACDP procedures and processes in order to provide timely and accurate project support.

This is a security accessed position; applicants must be an Australian citizen. Appointment into the position is subject to the successful applicant holding or having the ability to hold a Negative Vetting 1, Australian Government security clearance.

### Duties and Key Result Areas

* Frequently undertake a range of administrative and support tasks (for example, coordination of stakeholder meetings, preparation, and distribution of meeting papers, taking accurate minutes of technical meetings, entering financial data and processing invoices, etc) under instruction, in accordance with established procedures and using skills developed through experience and/or training.
* Process site visitor requests, secure visitor requests, contractor access requests, contractor inductions, security clearances, and requests for police checks and National Health Security checks.
* 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.
* Support the ACDP Project Team in contractor management including communication with and coordination of contractors in carrying out works at ACDP.
* Coordinate the preparation of permits, procurement of goods and services, engage with stakeholders to plan and inform of upcoming works, and provide escort on site where required.
* Respond courteously and efficiently to requests for your services, keep clients informed about progress and redirect requests to appropriate staff when 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 interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary, often regionally dispersed research team, and business unit to carry out tasks in 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 Zero Harm goals.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. Demonstrated strong organisational skills, excellent communication (written and oral) skills, ability to multitask and prioritise demands, accepting personal responsibility for doing the job well.
2. Qualifications and/or experience in Project Coordination, administration and/or project support.
3. Demonstrated experience and a willingness to undertake a range of administrative support tasks as noted in the duties and key results areas.
4. Proven ability to demonstrate initiative, actively contribute as a team member and share relevant and useful information.
5. An ability to recognise and seek to resolve problems as they arise and escalate issues as required.
6. Sound knowledge of Microsoft Office applications and the ability to become familiar with specific software and systems.

## **Desirable**

1. Experience in providing administrative support in the planning and delivery of complex capital works projects.
2. Experience in O2D and SAP financial reports or demonstrate experience in other project/asset based financial systems.

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

* 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 level.
* ACDP - Security Assessment and Microbiological Security Requirements for Personnel Working on the Australian Centre for Disease Preparedness (ACDP) Site.

**Security Assessment and Microbiological Security Requirements for Personnel Working on the Australian Centre for Disease Preparedness (ACDP) Site:**

* The nature of our work requires that each person working on site must comply with the conditions described below.
* Certain positions including those working in the ACDP microbiological secure area will require security clearance at a level appropriate to duties of the position. Confirmation of the appointment is subject to obtaining that clearance.
* It is essential that all work on exotic or emerging diseases carried out at ACDP is conducted in a safe manner to prevent the escape of the disease agents used, and to this end, all activities and personnel will be subject to appropriate microbiological security measures. Consequently, while working at ACDP, you may not reside on a property on which are kept any of the following animals: sheep, cattle, pigs, goats, horses, asses, mules and camelids, any other cloven-hoofed animal, fowls, turkeys, geese, domestic ducks, caged birds, emus, or ostriches. Personnel working with diseases of aquatic animals may not keep aquarium fish at their place of residence and at times specific species may be excluded depending on the nature of the work conducted.
* In addition, for a period of seven days after working in the microbiologically secure area of ACDP, personnel may not have close contact with any of the above animals, amphibians or birds or the actual places where these animals are held or visit any aquatic animal farm or aquatic animal hatchery.
* Working in the barrier maintained Small Animal Facility or the Werribee Animal Health Farm requires avoidance of additional animals such as mice, rats, guinea pigs, rabbits, ferrets, and poultry for a minimum of 3 days prior to arrival.
* Certain positions will require medical assessment and vaccinations against various agents.
* Positions working at PC4 will also require a pre-employment psychological assessment.
* Should an emergency response situation arise, ACDP may be required to implement the Emergency Animal Disease Response Plan and personnel may need to contribute to response requirements, including after-hours work.
* Personnel must abide by Occupational Health, Safety and Environment regulations. Safety signs and directives issued by CSIRO personnel must be complied with at all times.
* Access restrictions apply to the Werribee Animal Health Facility (WAHF) site that is associated with, but remote from, the ACDP site.

Additional information detailing ACDP's micro-security restrictions can be found at it:

[http://www.csiro.au/resources/ACDPStaffRestrictions.html](http://www.csiro.au/resources/AAHLStaffRestrictions.html)

## **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