# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Contracts Coordinator Facility Services |
| Job Reference | 96275 |
| Tenure | Specified term till 30/06/2025, Full-time |
| Salary Range | AU$110,038 k to AU$119,080 k + up to 15.4% superannuation |
| Location(s) | Geelong preferred, but any Vic site would be possible |
| Relocation Assistance | Not required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Compliance and Services Manager |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 2 |
| Enquire about this job | 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](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).

**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

## 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.

### The CBIS Coordinator will:

* Facilitate CBIS ACDP’s implementation of CSIRO’s Finance and Procurement Enterprise Solutions
* Through consultation and utilising existing frameworks and documentation develop local procedures to improve contract management and compliance at ACDP.
* Contribute to the development of contract/contractor management and compliance services to ensure preventative maintenance works and are compliant with regulatory and contract requirements while minimising risk.

### Support the Manager Document and Compliance in developing systems, processes, and procedures to improve contract management and compliance across the CBIS ACDP team.

### Duties and Key Result Areas:

* Collaborate with the CBIS Manager Documentation & Compliance in developing systems, processes and procedures for contract management and compliance at ACDP.
* Undertake activities to assess vendors and financial data to determine service categories that require a procurement process and a CSIRO Contract.
* Undertake procurement and contracting processes for Request for Quote and Panel Procurements in consultation with the Contracts and Compliance team and in accordance with the Commonwealth Procurement Rules and CSIRO Policy.
* Leverage and influence internal and external stakeholder relationships to engage the ACDP team in their contract lifecycle management responsibilities and compliance management by way of effective communication, education, negotiation and issues management.
* Actively contribute to the registration of CBIS ACDP procurements on the Contracts and Compliance Pipeline.
* Consult with the ACDP team to determine their needs, tailoring solutions to potentially conflicting requirements, taking personal responsibility for client satisfaction, and correcting problems promptly and in a constructive manner.
* Monitor compliance with:
  + Legislative, OGTR and other governing authorities’ requirements.
  + CSIRO procedures including Finance, Procurement, Health Safety & Environment (HSE) including contractor security clearances, inductions and similar activities that may have an impact on site and personnel operations, safety, and the environment.
* Using discipline expertise develop and review policies, procedures, systems and make recommendations to guide management decisions.
* 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.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as required.

## **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:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
* **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:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
* **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.

## **Selection Criteria**

#### Essential

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

1. Working knowledge of CSIRO’s procurement rules & processes, including arranging internal or external service providers, approvals, preparation and coordination of services contracts, technical details and the associated evaluation documents.
2. Demonstrated ability to work under general direction, accept responsibility and be accountable for procurement and contracting activities to ensure effective delivery of hard and soft services in accordance with relevant time, cost, quality, statutory and user satisfaction requirements.
3. Proven knowledge in procurement and contract management in an asset maintenance context across facilities or similar field in services procurement contract management.
4. Proven interpersonal skills including sound negotiation and written and oral communication skills and an ability to cultivate productive working relationships with internal and external stakeholders, and service providers.

## **Desirable:**

1. High level proficiency with Microsoft Office suite and Adobe Pro DC.
2. Certificate IV in procurement and contracting for a public officer.

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.
* The successful candidate may be required to obtain and maintain a security clearance at the NV1.
* If the successful candidate is not an Australian Citizen or Permanent Resident, they may be required to undergo additional security clearances, which may include medical examinations and an international standardised test of English language proficiency (i.e. IELTS test).- https://ielts.com.au/

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!