# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants |
| Advertised Job Title | CBIS Enterprise Manager, Compliance and Services |
| Job Reference | 96360 |
| Tenure | Indefinite, Full-time  |
| Salary Range | AU$ $126,313 to AU $148,014 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Geelong, ACDP |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | CBIS Executive Manager, Operations ACDP |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | 9 |
| Enquire about this job | n/a |
| 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 Administrative staff in CSIRO is to provide 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 Unit to achieve their objectives and meet Government and regulatory responsibilities.

This role is responsible for the strategy, management and maintenance of the facility information and associated management systems to ensure efficient delivery of support services to the Australian Centre for Disease Preparedness (ADCP) facility and compliance with regulatory and quality frameworks.

The team is structure delivers five main work streams Compliance, Documentation & Risk, Facilities - Contractor & Administration, Facilities – Contracts & Purchasing, Stores, Logistics and Fleet Management.

**Duties and Key Result Areas**

* Act as a technical leader and/or manager of a function(s) and have a sound understanding of Business Unit goals and activities.
* May be a member of, or provide strategic advice to, the management team and have significant independence of action.
* Influence the Business Unit’s strategic decisions and align the goals of their function with the broader Business Unit goals.
* Lead and contribute to and influence organisational policy.
* Lead staff and influence other internal and external partners to achieve the function’s goals and promote the Business Unit in external forums.
* Negotiate the budget for the function including securing external funds.
* Develop work plans, allocate and monitor resources and achieve function outcomes.
* Take responsibility for effective team performance including development of team members (If a manager of a function).
* Understand the client’s Business Unit and/or seek information about their real underlying needs.
* Act as a trusted advisor and demonstrate creativity in anticipating client needs.
* 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, regionally dispersed team to carry out tasks in support of CSIRO’s scientific objectives.
* Manage and advise the business unit on budget and financial planning, strategic procurement, purchasing and critical external providers to deliver enterprise policy, ACDP’s missions and relevant regulatory compliance.
* Manage the function to ensure buildings and grounds are maintained in line with Property Strategy
* Manage the function to ensure control and management of stores and logistics
* Manage & lead maintenance and service contracts.
* Support the preparation of tender documents, analyse tenders, and contracts.
* Ensure and prepare reports required for statutory or compliance reasons.
* Prepare and provide reports as required.
* Prepare estimates and project management plans.
* Lead the management of CBIS site records, facility drawings and plans ensuring Property Databases are kept up to date.
* 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.
* Establish, implement and maintain appropriate quality and/or management framework and documentation management systems for the CBIS AAHL team.
* Manage the compliance obligations of the CBIS team with regards to applicable regulations and standards.
* Document internal audits and other quality assurance activities.
* Manage key relationships with ACDP’s Quality and Compliance Unit to ensure alignment with site quality and management systems.
* Be able to provide leadership and supervision to a small team, project group or function, and take responsibility for the performance management and career development of the team.
* Display a willingness to influence the decision of managers by recognising the need for change in initiating innovative solutions/proposals and liaise with and influence related professions to develop practices, which support the Business Unit. CSIRO Australia’s National Science Agency 3
* 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 plans and policies, Diversity initiatives and Zero Harm goals.
* Working with Children/Vulnerable People checks (WWC/VP check) are required for any roles identified as working with children or young people.  The requirements vary between states and territories and a valid paid/employee WWC/VP check should be provided and recorded prior to commencement.
* Other duties as directed.

## **Selection Criteria**

#### Essential

1. Relevant certificate/diploma/bachelor’s degree or equivalent relevant work experience in BioScience or Health Compliance management or relevant disciplines.
2. Minimum 5 years’ experience in the operation and management of governance and management systems.
3. Proven experience in the implementation and management of Enterprise Management Systems.
4. Proven ability to manage competing priorities and demonstrated project planning experience, with a proven track record of delivery.
5. Proven ability to communicate effectively and influence a wide range of stakeholders across multiple levels of an organisation.

***Desirable:***

1. Risk Management, Six Sigma or PROCSI other recognised process assessment certification.
2. Commonwealth Procurement Management certification.
3. Experience in process development and improvement toward Quality Assurance and technical best practices.
4. Experience in the management of Quality Assurance Systems within a technical environment.
5. Auditor qualifications in Quality and/or Safety and/or Environmental Management Systems.
6. Experience in relevant Governance and Information Systems.

## **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:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas.
* **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
* **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
* **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

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.
* This role has child safety obligations. Accordingly, the successful candidate will be required to obtain and provide evidence that they hold a valid paid/employee (not volunteer) Working with Children/ Vulnerable People Check prior to confirmation of appointment.
* 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