# Position Details

## Technical Services - CSOF3

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| The following information is for applicants |
| Advertised Job Title | Stores & Property Officer / Machinist & Fitter (WA)  |
| Job Reference | 96384 |
| Tenure | Indefinite  |
| Salary Range | AU$70,874 - AU$90,202 per annum (pro-rata for part-time)plus up to 15.4% superannuation |
| Location(s) | CSIRO Kensington Site, 26 Dick Perry Avenue Kensington 6151 |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents
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| Position reports to the | Facilities Manager – Business Services  |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Damian Newman via email at Damian.newman@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

The role of Stores & Property Officer / Machinist (WA) is to provide a range of operational functions focused on stores operations, logistical support and engineering workshop services as part of CSIRO’s Business and Infrastructure Services (CBIS) team. Reporting to the Facilities Manager – Business Services, the role encompasses a range of support activities including receipt and dispatch services, stores organisation, minor procurement, internal logistics, office churn, dangerous goods handling/dispatch and other agreed services to meet CSIRO operational requirements.

The role will also include a component of supporting scientific research by machining and fabricating equipment for use in research initiatives across CSIRO centres around Australia. The candidate will work with a team of machinists, fabricators, fitters, engineers, and technicians in several locations to facilitate research projects.

Other agreed services include contractor management including inductions, security clearances, issuing of ID cards and keys as well as assistance with vehicle fleet management including coordinating bookings, filing logbook entries and fuel receipts, and initiating bookings for cleaning, repairs, and servicing as required.

The successful applicant will have demonstrated experience in the provision of logistical and administrative support in a complex environment and with working as part of a team. An ability to form strong and productive working relationships with customers and team members is important.

All duties will be undertaken in accordance with CSIRO policies and procedures and in accordance with the CSIRO Code of Conduct.

This role is a locality-based position and although you will have a primary “home” site you will be required to work across any CSIRO site in Western Australia. This position reports to the Facilities Manager – Business Services who is part of the Regional CBIS team under the Manager of Property WA.

### Duties and Key Result Areas

Under the direction of the Facilities Manager – Business Services, the duties include:

* Provide for fork/pallet lift requirements relating to receivables, dispatched and stored goods.
* Provide a high-quality stores and logistics service to all CSIRO staff and clients and business partners.
* General housekeeping of stores areas and other areas as directed.
* Ensure mail and freight items are recorded/received/held/dispatched as necessary and specialist packaging issues such as dangerous goods, frozen or cold samples, critical timeframes, etc, are considered and implemented in consultation with the clients.
* Coordinate delivery of site services such as site contractor management including inductions, security clearances, issuing of ID cards and keys. Also, may include other contractor management duties as directed.
* Assist with office relocations including furniture management, recycling and disposal of surplus furniture and equipment.
* Ensure appropriate inventory control in the store and liaise with clients for future needs and change requirements with stock held.
* Facilitate the efficient procurement of specified goods and services within the store as required and ensure that this is achieved in accordance with CSIRO Policies.
* Provide administrative support in respect to the vehicle fleet, and being the site fleet contact ensuring that inspection, cleaning, repairs and servicing are undertaken by responsible parties as required. In conjunction with the CBIS National Fleet team, schedule vehicle replacement, disposal and purchase or lease of new vehicles. Also, may include other fleet duties as directed.
* Actively engage with the spirit and practice of CSIRO’s Values including health, safety, environment, customer service and diversity initiative.
* Other duties as determined by the Facilities Manager – Business Services or their representatives.

Machining and fabrication

* Manual or CNC machining capabilities for bespoke components for scientific research use.
* Work with customers to develop the best system for their research and deliver on time.
* Contribute to current projects, including input on design and fabrication.
* Record effort as required.
* Ensure all necessary codes, standards, and practices are followed.
* Work in a safe manner according to CSIRO, CBIS, and Engineering Services policies.
* Work with other CSIRO workshops through capability sharing, collaboration, and problem solving.
* Participate in procurement of parts and materials when necessary.

## **Selection Criteria**

Pre-Requisite Criteria:

1. Possession of appropriate current Licenses for the operation of pallet and forklifts.
2. Possession of a current unencumbered motor vehicle driver’s license.
3. Relevant trade certificate/diploma; must be fully qualified with trades certificate and craftsman certificate for Engineering Fitter Machinist or equivalent.

#### Essential

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

1. Demonstrated skills and experience in the operation of a stores and logistics service.
2. Demonstrated ability to take initiative, actively contribute and work as a team member and share relevant and useful information.
3. Demonstrated keyboard and data entry skills and experience in Microsoft Office applications (Word, Excel & Outlook) and routine administration.
4. Demonstrated ability to interact courteously and efficiently with customers, building relationships and keeping them informed on the delivery of site support services.
5. Ability to take initiative, develop and maintain operational procedures and work as a team member and share relevant information with the broader CBIS team.
6. A strong customer service focus and an ability to build and maintain effective working relationships with staff and service partners; and
7. A proven ability to plan, coordinate and prioritise activities and work independently to achieve service outcomes.

Desirable Criteria

1. Sound knowledge of specialist and dangerous goods management relating to samples, research materials, gases and other dangerous goods.

## **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:** Recognise 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.

## **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