# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Procurement Advisors (2 positions) |
| Job Reference | 95858 |
| Tenure | Indefinite, Full-time |
| Salary Range | AU$89,680- AU$101,459 per annum plus up to 15.4% superannuation |
| Location(s) | Canberra preferred; however other locations will be considered |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Procurement Team Leader |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Steff Chalker via email at [stephanie.chalker@csiro.au](mailto:stephanie.chalker@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](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

CSIRO is looking for its two newest Procurement Advisors to join its dynamic Strategic Procurement team.

In this role you will be involved in a wide variety of interesting and unique Procurements that enable CSIRO to be amongst the world's largest and most diverse scientific research organisations, dedicated to addressing Australia's most pressing challenges.

As a Procurement Advisor you will be responsible for the end-to-end development and release of procurement documentation through open approaches to market. At CSIRO you will have exposure to a diverse range of procurements. This may include procurements for the construction of state-of-the-art labs, facilitations services, demolition and upgrades of buildings, a variety of research scientific equipment as well as goods and services for the CSIRO Research Vessel and the Canberra Deep Space Communication Complex.

For over a century, CSIRO has been improving the lives of people everywhere with our science. CSIRO has advanced Australia with a range of inventions and innovations that have had significant positive impact on the lives of people around the world, like fast Wi-Fi, polymer banknotes, the CSIRO Total Wellbeing Diet and Aerogard. As a Procurement Advisor you will have an active role in enabling the science to achieve the next impactful inventions and innovations.

Each procurement will be different and interesting as this role will include providing procurement expertise to assist stakeholders to plan, develop, and manage procurements, contract management, stakeholder management, and negotiations to ensure the best outcome for CSIRO is achieved.

### Duties and Key Result Areas

Procurement and Tender related Activities

* + - Undertake Complex procurements and tender related activities in a manner which is compliant with the Commonwealth Procurement Rules (CPRs), internal procedures and procurement connected policies.
    - Taking the lead in developing all associated procurement and tender documentation and managing the tender process from beginning to end.
    - Provide support in developing sourcing strategies which support CSIRO objectives.
    - Explaining procurement processes and requirements to those responsible to ensure compliance with the CPRs and government interconnected policies whilst adopting best practice, given the complexity of procurement and the time-pressured working environment.

Contract development/management/reporting

* + - Develop contracts as an outcome of procurement activities.
    - Support business units in the development and review of contracts for Complex Procurements
    - Undertake market research to identify opportunities to utilise existing Government Panel arrangements.

Relationship Management

* + - Liaise with clients to anticipate their needs and provide potential options that provide the best value for money outcome for CSIRO.
    - Take personal responsibility for driving client satisfaction, and correcting problems promptly and in a constructive manner.
    - Work collaboratively as part of a multi-disciplinary team to support all team objectives.
    - Prepare and deliver procurement and contract management training to key stakeholders as required.
    - 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.
    - Other duties as required.

## **Selection Criteria**

#### Essential

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

1. Working knowledge of the Commonwealth Procurement Rules (CPR).
2. Demonstrated ability to manage own workloads to achieve results in a professional and timely manner.
3. Demonstrated capability in establishing and maintaining productive working relationships with internal and external stakeholders.
4. Highly developed and influential communication skills.

## **Desirable**

1. Relevant qualifications in Government procurement and/or experience in a similar role
2. Understanding of how to undertake Complex procurements throughout the entire procurement lifecycle via open market approaches.

## **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:** 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.
* **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:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **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.

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.

## **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