Position Description

## **Administrative Services- CSOF4**

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| The following information is for applicants | |
| Advertised Job Title | Procurement Advisor – Panel Management |
| Job Reference | 95859 |
| Tenure | Indefinite, Full-time |
| Salary Range | AU$89,680 - AU$101,459 per annum plus up to 15.4% superannuation |
| Location(s) | Open to candidates in Melbourne, Sydney, Brisbane, Canberra, Adelaide and Perth |
| 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 – Panel Management |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Emma Mirenda via email at emma.mirenda@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 newest Procurement Advisor to join its dynamic Strategic Procurement team within the Panel Management Team.

In this role you will be involved in a wide variety of interesting and unique Procurements via a range of different panel arrangements 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 supporting staff in using panel arrangements which are owned by CSIRO and other Commonwealth Agencies to deliver procurement objectives. These objectives can include the purchasing of scientific equipment, construction services, IT services and facilitation services, which will involve both the request for quote process, using various forms of engagement such as Work Order Requests, Official Orders, etc and supporting the development of the Contract under the Panel and subsequent reporting. The position requires a Procurement Advisor who has an understanding in undertaking procurements via Panels in a government setting which comply with the Commonwealth Procurement Rules (CPRs), internal procedures and government interconnected policies.

The Advisor will need to work autonomously and within a team environment. The Officer will need to be flexible in how they approach work noting the need to operate in an often high- pressure environment, dealing with high volumes of work requiring the Advisor to be able to prioritise their workload to deal with changes in priorities.

### Duties and Key Result Areas:

Panel management and procurement

* + - Utilising both internal CSIRO Panels as well as other Government panel arrangements.
    - Provide advice to staff in relation to procurement activities and how to procure from Panels to ensure compliance with internal procedures and the Commonwealth Procurement Framework.
    - Develop various forms of contracts as an outcome of procurement activities, for example and Work Orders and Official Orders.
    - Undertake market research to identify opportunities to utilise existing Government Panel arrangements.
    - Prioritise workloads to ensure deadlines and client expectations can be met.
    - Work collaboratively as part of a multi-disciplinary team and support all team objectives.
    - Ensure risks and issues are escalated to the appropriate delegate in a timely manner

Customer Service

* + - Work with various stakeholders and suppliers, in a collaborative manner when undertaking procurement activities and panel management.
    - Liaise with clients to anticipate their needs and provide potential options. Take personal responsibility for driving client satisfaction and supporting client needs.
    - Assist in the resolution of contract issues and disputes in a timely manner to minimise any impacts on business.
    - Work collaboratively as part of a multi-disciplinary team to support all team objectives.
    - 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 Commonwealth Procurement Rules (CPR) and Government procurement and knowledge of how they apply to a Corporate Commonwealth Entity (CCE) Organisation.
2. Understanding of undertaking and delivering procurements throughout Panel arrangements.
3. Demonstrated capability to think strategically and understand CSIRO’s position as a Commonwealth agency in panel management.
4. Demonstrated ability to manage own workloads to achieve results in a professional and timely manner.
5. Demonstrated capability in establishing and maintaining productive working relationships with internal and external stakeholders.
6. Highly developed technical, organisational and communication skills.

## **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:** Recognise 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