



## Position Details

### Technical Services - CSOF5

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
<b>Advertised Job Title</b>	Facilities Coordinator – Technical Services
<b>Job Reference</b>	100634
<b>Tenure</b>	Indefinite
<b>Salary Range</b>	AU\$114,219 - AU\$123,605 per annum (pro-rata for part-time) plus up to 15.4% superannuation
<b>Location(s)</b>	Waite Campus
<b>Relocation Assistance</b>	Will be provided to the successful candidate if required
<b>Applications are open to</b>	Australian/New Zealand Citizens and Australian Permanent Residents
<b>Position reports to the</b>	CBIS Regional Manager
<b>Client Focus – Internal</b>	75%
<b>Client Focus – External</b>	25%
<b>Number of Direct Reports</b>	2-3
<b>Enquire about this job</b>	Contact Jeff Arbon via email at <a href="mailto:Jeff.arbon@csiro.au">Jeff.arbon@csiro.au</a>
<b>How to apply</b>	Apply online at <a href="https://jobs.csiro.au/">https://jobs.csiro.au/</a> Internal applicants please apply via <b>Jobs Central</b> If you experience difficulties when applying, please email <a href="mailto:careers.online@csiro.au">careers.online@csiro.au</a> 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](#).

### 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](#).

### Role Overview

At the Commonwealth Scientific and Industrial Research Organisation (CSIRO), we do the extraordinary every day. We innovate for tomorrow and help improve today - for our customers, all Australians, and the world. We imagine. We collaborate. We innovate. Australia is founding its future on science and innovation. CSIRO is a powerhouse of ideas, technologies and skills for

building prosperity, growth, health, and sustainability. It serves governments, industries, business, and communities across the nation. CSIRO is Australia's premier research body, delivering innovative science for the benefit of Australians.

CSIRO has a complex property portfolio of owned and leased facilities that comprises over 1,000 buildings spread across 59 locations within Australia and in three countries overseas. This scientific research, (including National Research Infrastructure) and office/administration facilities are diverse in ownership, type of property, age, and condition. The property portfolio is managed by CSIRO's Business and Infrastructure Services unit (CBIS) which has offices in each state.

The role of CBIS Facilities Coordinator – Technical Services involves overseeing the efficient operation of properties and buildings in South Australia. This includes managing a team responsible for building maintenance and ensuring safe and effective operations of site services. The position plays a key role in meeting compliance requirements and will oversee the management of external contractors performing “hard and soft services” on a daily basis.

Working as part of the broader CBIS team, the role operates with a high level of autonomy, will provide reliable leadership, and supports fostering a culture of collaboration, growth, and innovation. The successful applicant will have an intimate knowledge of building operations, maintenance standards and State and Commonwealth regulatory requirements. The role will contribute to minor works and project delivery by providing reliable and technical guidance and support.

The role also plays a vital part in guiding the development and enhancement of effective strategies. It involves challenging assumptions to drive the continuous improvement of workflow systems and processes, particular relating to sustainability and digital building solutions.

## **Duties and Key Result Areas**

- Manage end-to-end contractor engagement, including overseeing on-site activities, monitoring performance, and ensuring compliance with contractual obligations through effective use of contractor management systems, timely reporting, and proactive issue resolution.
- Maintain an accurate asset register of building plant and equipment, ensuring all high-risk assets, such as pressure vessels and other regulated items, are correctly recorded and managed in accordance with legislative and compliance requirements.
- Provide technical advice and support during Capital infrastructure projects ensuring project delivery is compliant and to best standard. Provide leadership, supervision and effective line management to a Facilities Team responsible for maintaining Adelaide facilities and take responsibility for the performance management and career development of the team.
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- Identify and implement digital, sustainable, and contemporary solutions that enhance the workplace environment and align with CSIRO's Property Strategy and future-focused goals.

- Provide advice on key risks across the SA portfolio to enable timely decision making by senior management. Display a willingness to influence the decision of managers by recognising the need for change in initiating innovative solutions/proposals.
- Receive, process, assess, manage, and monitor all job requests, using the CBIS work order management and invoicing system, through to completion in accordance with all relevant maintenance contracts and Service Level Agreements.
- Provide high quality proactive customer service throughout all communications and works co-ordination with relevant contractors, supervisors, managers, and customers at all stages of the job request process.
- Ensure compliance with:
  - Legislative, OGTR and other governing authorities' requirements by way of coordination of relevant and timely inspection, corrective actions, and certification.
  - 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.
- Provide and apply technical advice and operational expertise regarding equipment functionality and possible design alternatives; asset condition status and expected service delivery life; seasonal demands; preventative asset maintenance programs and replacement priority work schedules based on priorities and service needs.
- Identify, analyse, and manage emerging risks (including regulatory and compliance issues) and threats in delivering asset management escalating issues in a timely manner and as needed to ensure risks are effectively managed.
- Provide work coordination services and provide reporting from the site BMS and security systems, including overseeing the provision of security and access control cards for staff and tenants.
- Participate in after-hours "on call" roster and emergency response requirements for the sites in the respective area.
- In collaboration with the Regional Manager, contribute to the development of facility operational and maintenance plans and budgets, coordinate the activities, monitor cash flows and report on the site maintenance activities.
- 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, often regionally dispersed research team, and business unit to carry out tasks in support of CSIRO scientific objectives.
- 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 directed.

## **Selection Criteria**

### **Essential**

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

1. Relevant diploma/degree or trade and relevant work experience in the delivery of facility management services including "hard services" such as repairs, maintenance, and minor works;

and “soft services” for a diverse range of complex and highly serviced research and support facilities.

2. Demonstrated knowledge, experience and ability to develop and coordinate the procurement of reliable, cost-effective FM services, including arranging relevant approvals and preparing technical specifications.
3. Proven ability to work independently, take responsibility, and manage on-site services, including coordinating contractors to ensure services are delivered on time, within budget, to required standards, and meet user needs.
4. Knowledge and experience with relevant procedures, regulations, and safety requirements related to government building codes and workplace health and safety, especially as they apply to Commonwealth facilities.
5. Strong ability to collaborate with a diverse team of property professionals across multiple sites, with proven experience supporting a property portfolio that serves a wide range of science and research needs.
6. Proven interpersonal skills including sound negotiation, written and oral communication skills, and an ability to cultivate productive working relationships with internal and external stakeholders, landlords, tenants, and service providers.

### **Desirable**

1. Experience and sound working knowledge of Building Management Systems (BMS), access control systems and computer-based maintenance management systems.
2. Experience in managing technical facilities with critical operations and high reliability requirements.

### **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.

## 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.
- 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. Visit [CSIRO Online](#) 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