



Position details

Administrative services- CSOF3

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
Advertised job title	Energy Officer
Job reference	101004
Tenure and work schedule	Specified Term of 18 months, Full-time.
Salary range	AU\$73,567 - AU\$93,630 per annum (pro-rata for part-time) plus up to 15.4% superannuation
Location(s) and office arrangements	Brisbane, Queensland (<i>Turrbal, Jagera and Yuggera</i> Country) Flexible work options available.
Relocation assistance	Nil
Applications are open to	<ul style="list-style-type: none">• Internal CSIRO Employees• Australian/New Zealand Citizens and Australian Permanent Residents
Position reports to the	Energy Manager
Client focus – internal	80%
Client focus – external	20%
Number of direct reports	0
Enquire about this job	Contact Carlos Fujita-Dimas, Energy Manager, via email at carlos.fujitadimas@csiro.au
Support and workplace adjustments	We offer a range of reasonable supports and workplace adjustments. Please let us know via email sarah.lyons@csiro.au if we can help you to equitably participate in our recruitment process or the role itself.
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

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](#).

About CSIRO

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

As one of the world's largest multidisciplinary mission-driven research organisations, we are focused on the issues that matter the most: for our quality of life, for the economy and for our environment. We believe diverse teams are more effective and deliver more innovative outcomes. When we all focus on the big things that really matter, and work in partnership with our communities and [Indigenous Australia](#), Australian science and technology can solve seemingly impossible problems and create new value for all Australians. Visit [CSIRO.au](#) for more information.

Role overview

The role of Energy Officer is to provide support to the CSIRO's energy management and sustainability functions across CSIRO's national property portfolio. This support consists of the application of existing technical energy management processes and the development of new ones. Reporting to the Energy Manager, the role is part of CSIRO's Sustainability team and will contribute to implementing CSIRO's Sustainability Strategy 2020-2030.

Specifically, the role of the Energy Officer is to assist the Energy Manager in conducting energy procurement and delivering energy efficiency, demand response, and sustainability initiatives across CSIRO. This role involves energy data management, compliance reporting, load monitoring and tracking, and assisting in the implementation of energy-saving strategies and data systems. The officer will also support administrative tasks related to energy accounting, power plant registration, and renewable energy certificate (REC) creation.

Duties and key result areas

- Under limited supervision undertake updates to monthly data for energy accounts including populating and updating financial and consumption estimates for electricity accounts.
- Support the Energy Manager in energy procurement related tasks and attend meetings when required.
- Support in the administration of the CSIRO's Power Purchasing Agreement/s and energy retail contracts for gas and electricity.
- Support the Energy Manager in the implementation of energy efficiency, demand management, and other sustainability activities.
- Support the Energy Manager in reporting on energy, carbon, and sustainability performance, including the implementation and administration of related software applications (e.g., Energy Management System (EMS)). Provide accurate and up to date energy retail data to support the procurement and administration of energy contracts.
- Conduct various data analytics activities to enable useful insights to support energy efficiency, energy cost reduction, and demand management activities.

- Support the Energy Manager in collecting solar generation data for CSIRO's registered power plants and monitoring trends to identify data gaps or communication/generation outages. Assist with regulatory compliance related to power plant registration, Renewable Energy Target (RET) obligations, and other statutory requirements and support the creation and management of Renewable Energy Certificates (RECs).
- Support the Energy Manager in reconciling voluntary LGCs and renewable energy purchases. Work collaboratively as part of a multi-disciplinary, regionally dispersed sustainability team, and business unit to carry out tasks in support of CSIRO scientific objectives.
- Adhere to the spirit and practice of CSIRO's Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.
- Other duties as directed.

Selection criteria

Essential

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

1. Relevant tertiary qualifications in finance, engineering or environmental management or equivalent relevant work experience in energy management systems and analytics.
2. Basic understanding of energy efficiency principles and energy cost management.
3. Proficiency in Excel or financial modelling tools for data analysis.
4. Strong numerical and analytical skills, with experience in financial or data analysis.
5. Strong organisational skills and attention to detail.
6. Demonstrated ability to apply critical thinking and analytical skills to complex data sets.
7. Proven ability to apply data management procedures and quality assurance processes.
8. Ability to collaborate effectively with a diverse range of internal and external stakeholder groups.

Desirable

1. Knowledge of the role of sustainable development principles in the context of corporate sustainability.
2. Knowledge of energy management and related principles.

Not sure if you meet all the criteria?

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don't let the list discourage you. If you are unsure about applying, please reach out to the contact on page 1 of this document so we can discuss the role further.

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:** Recognises 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.

Setting you up for success

We understand that not everyone works in the same way and sometimes people may require reasonable support and adjustments to perform at their best. Whether related to the recruitment process and or the role itself, this may include options such as providing different methods of communication, flexible hours or physical adjustments to work methods. If you feel comfortable, we encourage you to share any support and adjustments you may need to carry out the inherent requirements of the role. Please let us know via email sarah.lyons@csiro.au if we can help you to equitably participate in our recruitment process or the role itself

Life at CSIRO and flexible working arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work. We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, benefits and career development opportunities. To learn more, visit Careers at CSIRO.

We celebrate the uniqueness of our workforce and are committed to creating diverse and inclusive teams where everyone feels they belong. CSIRO is an equal employment opportunity organisation dedicated to recruiting people based on merit, and reflecting the diversity of the community we serve. We recognise true diversity encompasses all ages, nationalities, abilities, cultures, genders, sexualities, faiths, levels of education, diversity of thought and many more aspects of identity. By empowering diverse teams, our community is reflected in the solutions we create.

CSIRO values

CSIRO is a values-based organisation committed to values-based leadership.

Value	Descriptor	Behaviour
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People first	Our priority is the safety and wellbeing of our people. We believe in, and respect, the power of diverse perspectives. We seek out and learn from our differences.	<ul style="list-style-type: none"> • Respectful • Caring • Inclusive
Further together	We achieve more together than we ever could alone. We listen and collaborate, in teams, across disciplines, across boundaries. We embrace ambiguity and use discussion and persistence to generate unique solutions to complex problems.	<ul style="list-style-type: none"> • Accountable • Authentic • Courageous
Making it real	We do science with real impact. We thrive when taking on the big challenges facing the world. We take educated risks and defy convention. We celebrate successes and failures and leverage them to learn as we strive to be the force for positive change.	<ul style="list-style-type: none"> • Partnering • Cooperative • Humble
Trusted	We're driven by purpose but remain objective. We fight misinformation with facts. We earn trust everywhere through everything we do. We trust each other and we hold each other accountable. Together our actions drive Australia's trust in CSIRO.	<ul style="list-style-type: none"> • Curious • Adaptive • Entrepreneurial

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](#).

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