



Position Details

Administrative Services- CSOF6

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
Advertised Job Title	Assets Contract Manager
Job Reference	99342
Tenure	Indefinite
Salary Range	AU\$131,113 to AU\$153,639 pa (pro-rata for part-time) + up to 15.4% superannuation
Location(s)	Canberra, Melbourne, Sydney, Brisbane, Adelaide, Hobart, Perth, Darwin
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	CBIS Executive Manager Asset, Compliance and Facilities Contracts
Client Focus – Internal	50%
Client Focus – External	50%
Number of Direct Reports	2
Enquire about this job	Contact Kirsty Tydeman via email at Kirsty.tydeman@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

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

CSIRO Australia's National Science Agency 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 48 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 CBIS Manager – Contracts Administration will:

- Contribute to the provision of a safe, well-maintained, and compliant-built environment for the staff and clients of the CBIS Facility Operations that delivers optimal asset performance and value for money. This will be achieved by identifying building services and equipment maintenance and compliance requirements, and the creation of effective preventative maintenance regimes and contracts to respond to these requirements.
- Facilitate the development of contract formation and contract management activities while ensuring compliance with legislation, contract management policies and procedures and documentation configuration control.
- Assist with developing and implementing work plans, monitoring contract performance, managing contract risk and building team capabilities.
- Work to achieve objectives and communicate expected outcome to internal and external stakeholders.
- transition of new assets and services from construction/refurbishment projects to operational duty and by ensuring that performance KPIs for the operations and maintenance of the items is embedded in procurement process contracts.
- Provide the CBIS region/CBIS nationally with contract governance and contractor management and compliance auditing services to ensure preventative maintenance works deliver to specified performance outcomes, represent value for money and are compliant with regulatory and contract requirements while minimising risk, disputes, and processing inefficiencies.
- Engage, negotiate and persuade relevant stakeholders and respond to complex enquiries and contract management issues, taking the initiative to identify alternative courses of action to ensure resolutions.
- Collaborate with the CBIS Manager Property Management and the alternate CBIS Managers in developing systems, processes and procedures and continually improving contract governance, management, compliance auditing and related stakeholder management across the portfolio.

Duties and Key Result Areas

- Act as a trusted advisor, influencing and negotiating effectively with stakeholders.

- Highly developed communication skills, both orally and written, along with sound management and leadership skills. CSIRO Australia's National Science Agency
- Within broad guidelines develop strategic and operational plans for the service, having significant independence of action.
- Identify building services equipment maintenance and compliance requirements and create effective preventative maintenance regimes and systems to respond to these requirements.
- Maintain a procurement compliance program for CBIS in collaboration with CBIS Operations and Estate teams that ensures compliance with all relevant standards and legislation, maintains records of compliance, and aligns services to comply with all relevant Standards, Building Codes, accreditation, and legislative requirements.
- Lead the development of specialised maintenance contracts for critical assets by engaging with stakeholders, identifying requirements, developing specifications, and determining/managing suitable procurement methods to deliver specialised maintenance services.
- Implement and govern specialised maintenance contracts through the contract life cycle process (tendering, implementation, contract management and review) to ensure o Asset performance and reliability is managed through its life cycle to optimise return on investment. o Provision of contract governance services and advice in relation to cost, scope, risk, and quality requirements are addressed, and contract engagements meet public sector probity, administrative standards, and legislative requirements.
- Manage and govern processes for the engagement and ongoing service delivery of facilities maintenance contractors to ensure performance is in accordance with contract requirements, the delivery of work adheres to agreed timeframes, budgets and quality of work and providing guidance in relation to contract issues.
- Provide expert professional advice to stakeholders, colleagues, and research units to enable informed decision-making and to support staff in the performance of their duties.
- Prepare reports and briefing materials for senior management on commercial matters.
- Work with Subject Matter Expert's to understand and support the resolution of project technical issues and their commercial implications.
- Lead project planning and scheduling to ensure timely delivery.
- Identify potential risks and implement mitigation strategies to minimise impact.
- Ensure contracts support strategic and operational objectives while mitigating risks.
- Providing expert advice and guidance to project teams on contractual matters, interpreting complex legal clauses and mitigating risks
- Monitoring contract performance and compliance, identifying and addressing any issues or disputes in a timely manner
- Provide expert advice and support on contract-related matters, ensuring clear communication of rights, responsibilities, and performance expectations.

- Work closely with project managers, finance teams, and legal advisors to optimise contract outcomes.
- Lead and develop a team of contract administrators, fostering a culture of accountability and professional growth. CSIRO Australia's National Science Agency
- Provide expert advice and support on contract-related matters, ensuring clear communication of rights, responsibilities, and performance expectations.
- Implement, in consultation with the relevant CBIS state offices, a framework for planned preventative maintenance programs for all major equipment into new and existing contracts.
- Provide timely accurate management reports to ensure that the Executive Manager, Assets and Compliance is fully informed of all relevant information regarding the assets and operations in the CSIRO portfolio.
- 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, Sustainability 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. Tertiary qualifications in a relevant area (e.g., building, engineering, asset management, facilities maintenance, construction, finance) or demonstrated equivalent experience in procurement and contract governance within a facilities context.
2. Extensive knowledge of contract management, facilities maintenance, asset management, building principles & standards and environmental and heritage issues, with expertise in the technical aspects of plant and building services maintenance and experience in effective preventative maintenance systems.
3. Advanced capabilities in enabling the business areas of contract governance, management, procurement and project management.
4. Demonstrated experience in stakeholder engagement and management across geographically dispersed sites in the pursuit of common outcomes/standards in documentation suites and contracts.
5. Extensive experience in contract management, procurement, or contract administration within a complex organisation.
6. Strong knowledge of contract law, risk management, and compliance requirements.
7. Proven leadership and people management skills, with the ability to develop and mentor teams.
8. Experienced in managing and resolving disputes under the Contract process

9. Strong ability to manage contractual investigations and provide insights for commercial decision-making.
10. Excellent written communication skills, with experience in drafting high quality and fit for purpose contract correspondence in a government client or contractor environments.
11. High-level analytical, problem-solving, and decision-making skills.
12. Excellent negotiation, communication, and stakeholder management abilities.

Desirable:

1. Qualifications in the field of stakeholder engagement or management.
2. Relevant tertiary qualifications in commerce, finance, law, or equivalent degree and/or extensive experience in contract management.

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:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas.
- **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
- **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
- **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
- **Adaptability:** Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

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](#) 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