



Position Details

Technical Services - CSOF5

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
Advertised Job Title	CBIS Coordinator and National CNC Coordinator – Engineering Services
Job Reference	99580
Tenure	Indefinite, Full-time
Salary Range	AU\$114,219.00 - AU\$123,605.00 per annum (pro-rata for part-time) plus up to 15.4% superannuation
Location(s)	Pullenvale QLD
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	National Engineering Manager
Client Focus – Internal	90%
Client Focus – External	10%
Number of Direct Reports	6
Enquire about this job	Contact Keith Lane via email at Keith.Lane@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 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

The role of Technical Staff in CSIRO is to provide support for scientific research in a diverse range of laboratory and field situations across a range of different research projects. This support consists of the application of accepted technical practices and the development of new practices. The work is usually carried out as a member of a centralised service.

CBIS Engineering Services is a centralised engineering group whose purpose is to streamline CSIRO's research process by providing services and knowledge that reduce project setup time, meet required standards, and continue the technical area of projects through maintenance and repair. The group focuses on the following areas: engineering, design, mechanical fabrication, electrical, electronics, documentation, robotics, automation, software, controls, machine and electrical safety, maintenance, repair, and project management.

Duties and Key Result Areas

- Lead small teams of machinists and fabricators in three locations around Australia.
- Monitor all manufacture jobs and projects on cost and time. Assist members to manage projects and provide mentoring.
- As National Manufacturing Coordinator, create, implement, and maintain a national machining, CNC machining, and fabrication policy. Work with and develop tradespeople from all locations.
- Participate with research project leaders to develop initiatives that require engineering.
- Oversee and assist with current projects, including overseeing the manufacture process.
- Following the CBIS Engineering Workshop Strategy and processes, create a culture based on team work and a focus on the client.
- Own and be responsible for budgets under control, including strong emphasis on cost recoveries to ensure financial viability of the facilities.
- Prepare the group for change and lead them through the process.
- Implement a culture of continuous improvement.
- Inspire, develop, and mentor the team members.
- Suggest and provide training and career development to the members.
- Practise a system of open and honest communication.
- Oversee and lead the local team in job documentation, effort logging, and KPIs.
- Ensure the safety of the workshop and follow all required safety standards and requirements.
- Ensure compliance with CSIRO policy and procedures and actively support HSE to help achieve CSIRO goal of "zero harm".
- Ensure compliance with the CBIS values of inclusion, transparency, and respect.
- Create relationships across all CBIS Engineering Groups and CBIS and CSIRO management and teams.
- Contribute to a national portfolio of customers, suppliers, and partners.
- Contribute to group initiatives and business opportunities.
- Contribute to initiatives to improve cost, quality, compliance, capability, and customer service.
- Work with customers to develop the best system for their research and deliver on time.
- Set priorities within the workshop.
- Suggest and encourage the use of new technology.
- Provide design and fabrication expertise when necessary.
- Create CAD models and drawings as necessary.
- Assist in the development and implementation of a quality management system.
- Provide project management support when necessary.

- Work with the Engineering Lead and other locations to progress projects.
- Finance: track and report on all expenses and financial health of projects.
- Administration: perform necessary paperwork for the local group.
- KPIs and reporting: track data for KPIs assigned to the group and report as necessary.
- Provide input on the Asset Plan.
- Provide input on capital bids.
- Ensure all necessary codes, standards, and practices are followed.
- Review work requests and delegate to be fulfilled, using appropriate engineering support when necessary.
- Oversee the job tracking software.
- Travel when necessary.
- Work with other CSIRO workshops.
- Participate in procurement of parts and materials.
- Other duties as directed.

Selection Criteria

Essential

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

1. Demonstrated technical knowledge and skills related to leading and managing an engineering facility capable of delivering quality bespoke items.
2. Strong people and communication skills to build and maintain a high performing team and create and maintain strong client relationships.
3. Strong business development focus to promote the services and offerings of the Engineering Services group, coupled with strong commercial and financial management skills.
4. Strong CNC and process knowledge and ability to create and maintain a national CNC policy.

Desirable

1. Experience with effort logging and business management software.
2. Experience working in a research facility.

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.

Appointment to this role may be subject to conditions including security/national police/medical/character clearance requirements. Applicants who are not Australian Citizens or Permanent Residents 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