



## Position Details

### Technical Services - CSOF3

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
<b>Advertised Job Title</b>	Facilities Officer
<b>Job Reference</b>	99863
<b>Tenure</b>	Indefinite - Full-time
<b>Salary Range</b>	AU\$73K - AU\$93K per annum plus up to 15.4% superannuation
<b>Location(s)</b>	Geelong, VIC
<b>Relocation Assistance</b>	No
<b>Applications are open to</b>	Australian Citizens Only
<b>Position reports to the</b>	Electrical Maintenance Manager
<b>Client Focus – Internal</b>	80%
<b>Client Focus – External</b>	20%
<b>Number of Direct Reports</b>	0
<b>Enquire about this job</b>	Contact <a href="mailto:Paul.Field@csiro.au">Paul.Field@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

CSIRO have an exciting opportunity for a Facilities Officer to join our Business and Infrastructure Services (CBIS) team, working at our Geelong site.

As the Facilities Officer, you will work closely with facilities staff from the CBIS team to contribute a range of general building and grounds maintenance services to support CSIRO's Australian Centre of Disease Preparedness (ACDP).

This is a dynamic role that encompasses a range of responsibilities to assist the smooth delivery of day-to-day operations at CSIRO. Contribute to an organisation solving Australia's greatest challenges and apply today!

Please note, this role participates in an after-hours "on call" roster to provide a 24/7 emergency response for the site (penalty rates apply).

## **Duties and Key Result Areas**

- Undertaking building maintenance tasks through the facility.
- Ability to work under technical direction, apply knowledge and skills to a range of procedures and/or techniques.
- Providing overall care for workshop and tools to ensure a safe workplace is maintained. .
- Respond courteously and efficiently to client requests, maintain clear communication regarding mutual expectations and monitor client satisfaction.
- Assisting with contractor management and supervision.
- Updating site records, and facility drawings and ensuring property database are kept up to date.
- Adhere to the spirit and practice of CSIRO's Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
- Perform other duties and work across all areas in the ACDP Region as directed by the Executive Manager – CBIS ACDP or their delegate.

## **Selection Criteria**

### **Essential**

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

1. Relevant trade qualifications and/or proven experience in related building field.
2. Forklift and elevated work platform licence.
3. Demonstrated ability to supervise and liaise with contractor personnel.
4. Demonstrated knowledge, skills and experience in the delivery of trade-based services in support of site-based facility management.
5. Contribute team participation and interpersonal skills and a strong "customer service" focus.
6. Demonstrated judgement and flexibility in decision making and prioritisation of work.
7. Demonstrated knowledge/experience and appreciation of relevant procedures/protocols associated with HSE requirements.

### **Desirable**

1. Experience in mechanical and building (architectural) trade/non-trade engineering activities.
2. Have completed confined space training.
3. Experience in the supervision of general ground staff.
4. Appreciation of industrial and laboratory chemicals and gases.

## 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:** Recognise 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.

## 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.

- Applications for this position are open to Australian citizens only and the successful candidate will be required to obtain and maintain a security clearance at the Negative Vetting 1 level.
- Appointment to this role is subject to provision of a national police check and may be subject to other security/medical/character requirements, including Security Assessment/Microbiological Security Requirements for Personnel Working on the Australian Centre for Disease Preparedness (ACDP) Site.
- 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](#) and [CBIS ACDP - CBIS ACDP - Confluence](#) 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