



## Position Details

### Technical Services - CSOF3

| THE FOLLOWING INFORMATION IS FOR APPLICANTS |  |
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| <b>Advertised Job Title</b>                 | Facilities Officer   |
| <b>Job Reference</b>                        | 99881  |
| <b>Tenure</b>                               | Specified Term of 12 months, Full-time   |
| <b>Salary Range</b>                         | AU\$73,567- AU\$93,630 per annum (pro-rata for part-time)<br>plus up to 15.4% superannuation   |
| <b>Location(s)</b>                          | Clayton, VIC   |
| <b>Relocation Assistance</b>                | N/A  |
| <b>Applications are open to</b>             | <ul style="list-style-type: none"><li>• Australian Citizens Only</li><li>• Australian/New Zealand Citizens and Australian Permanent Residents</li><li>• All Candidates</li></ul>   |
| <b>Position reports to the</b>              | Facilities Manager, CBIS Victoria  |
| <b>Client Focus – Internal</b>              | 90%  |
| <b>Client Focus – External</b>              | 10%  |
| <b>Number of Direct Reports</b>             | 0  |
| <b>Enquire about this job</b>               | Contact Bernard Petraitis via email at <a href="mailto:Bernard.petraitis@csiro.au">Bernard.petraitis@csiro.au</a> or phone   |
| <b>How to apply</b>                         | Apply online at <a href="https://jobs.csiro.au/">https://jobs.csiro.au/</a><br>Internal applicants please apply via <b>Jobs Central</b><br>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

The role of Technical Services 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.

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. These 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. CBIS Victoria covers three major precincts, Clayton, Ascendale and Werribee, with approximately 60 buildings and 1500 employees.

The CBIS Officer – Facilities Support, including stores operations, facilities inspections, project works, assisting with contractor management, with a strong commitment to HSE.

The officer will develop and maintain a high level of site knowledge, including an operational view of any plant and control systems. Site knowledge is used to support both contractors and Research unit clients.

The role includes the requirement to be a member of the On-Call response team roster, which may involve out of hours attendance to sites for critical issues or some home based support, currently two weeks on/two weeks off, heading towards 2weeks on, 6 weeks off, with standard workdays being 08:00-16:00.

The CBIS Officer - Facilities Support, is also required to work at other sites within the State from time to time and to perform other duties as directed.

## **Duties and Key Result Areas**

- Maintain effective day-to-day relationships with all site occupants in respect of the provision of facilities services as per the CBIS Service Level Agreements, responding courteously and efficiently to client requests, maintaining clear communication regarding mutual expectations and monitoring client satisfaction.
- Under technical direction undertake a range of administrative tasks, with discretion in selecting the most appropriate method and sequence of completing tasks including:
  - Managing the CBIS job management system
  - Processing access cards
  - Managing the key systems
  - Auditing and maintaining various CBIS stocks
    - Emergency response equipment
    - Vehicle emergency support stock
    - Site stocks of tools and emergency equipment
  - Auditing and inspecting plant
  - Creating and updating Safe Work Method's and other safety documentation
  - Assist with the development of site maintenance plans and reports.
- Monitor the daily facilities hard services works undertaken by CBIS staff and contractors to ensure compliance with programs and contracts through:
  - Checking and filing JSEA/SWMS documentation from contractors

- Contractor monitoring, ensuring compliance with CSIRO policies and procedures, with particular reference to HSE and security
- Undertaking site inductions for contractors and others
- Issuing and ensuring compliance with issued work permits
- Monitor site attendance and departure of contractors
- Acting as a conduit between staff and contractors, utilising facilities knowledge to optimise contractor works
- Assist with the scoping of works for contractors
- Closely support the stores area, including duties of stocking, inventory control and freight coordination as required and directed
- Perform forklifting to load/unload deliveries and assist with distribution around the site, utilizing appropriate plant
- Participate in routine site inspections, maintain records, and respond to issues identified to ensure they are efficiently addressed
- Develop and maintain detailed site knowledge to ensure capability to support clients, contractors and others that may need detailed information
- Assist with the maintenance of records of Essential Services and statutory maintenance requirements
- Self-manage time effectively over multiple competing schedules and deadlines, setting priorities as required
- Other duties and responsibilities as directed contributing to CBIS objectives

## **Selection Criteria**

### **Essential**

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

1. A current driver's license
2. A current forklift's license or capability and willingness to obtain one within 3 months
3. Facilities related experience in the coordination of repairs and maintenance and minor works and services including, security, cleaning, waste management and grounds.
4. To be eligible for this position, willing to travel across sites is required
5. Willing and able to respond to out of business hours call-outs covering all sites within the designated area and able to access all equipment in these locations.
6. Demonstrated intermediate level competency with relevant computer software comprising particularly Microsoft- Word, Excel and Outlook
7. Proven strong communication skills, both written and verbal, incorporating sound interpersonal skills and sense of customer service.
8. Demonstrate self-organisational and prioritising skills utilising initiative and problem solving capabilities

## Desirable

1. Technical knowledge of building and related engineering trades and services, including essential, hard and soft services, relevant to the safe and sustainable operation of complex research facilities.
2. Experience with Autocad or similar drafting software
3. Demonstrated experience in the supervision of contractors or similar persons

## 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.

- 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 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