



Position Details

Administrative Services- CSOF4

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
Advertised Job Title	Procurement Advisor
Job Reference	102033
Tenure	Specified Term 2 years Full-time
Salary Range	AU\$100,103 - AU\$113,251 per annum plus up to 15.4% superannuation
Location(s)	all locations
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	Procurement Team Leader, Science and Corporate Services
Client Focus – Internal	90%
Client Focus – External	10%
Number of Direct Reports	0
Enquire about this job	Taneal Peattie via email at taneal.peattie@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

CSIRO is looking for its newest Procurement Advisor to join its dynamic Strategic Procurement team.

In this role you will be involved in a wide variety of interesting and unique Procurements that enable CSIRO to be amongst the world's largest and most diverse scientific research organisations, dedicated to addressing Australia's most pressing challenges.

As a Procurement Advisor you will be responsible for leading end-to-end high value and complex procurements (Complex Procurements), which includes the development and release of procurement documentation through open approaches to market. At CSIRO you will have exposure to a diverse range of procurements. This may include procurements for corporate services, the construction of state-of-the-art labs, facilities services, demolition and upgrades of buildings, a variety of research scientific equipment as well as goods and services for the CSIRO Research Vessel and the Canberra Deep Space Communication Complex.

For over a century, CSIRO has been improving the lives of people everywhere with our science. CSIRO has advanced Australia with a range of inventions and innovations that have had significant positive impact on the lives of people around the world, like fast Wi-Fi, polymer banknotes, the CSIRO Total Wellbeing Diet and Aerogard. As a Procurement Advisor at CSIRO, you will have an active role in enabling the science to achieve the next impactful inventions and innovations.

Each procurement is different and interesting as this role will include providing procurement expertise to assist stakeholders to plan, develop, and manage procurements, stakeholder management, and negotiations to ensure the best outcome for CSIRO is achieved.

Duties and Key Result Areas

Procurement and tender-related activities

- Undertake Complex Procurements and tender related activities in a manner which is compliant with the Commonwealth Procurement Rules (CPRs), internal procedures and procurement connected policies.
- Explaining procurement processes and requirements to those responsible to ensure compliance with the CPRs and procurement connected policies whilst adopting best practice, given the complexity of procurement and the time-pressured working environment.
- Taking the lead in developing all associated procurement and tender documentation and managing the tender process from beginning to end.
- Provide support in developing sourcing strategies which support CSIRO objectives.

Contract development/management/reporting

- Develop contracts as an outcome of procurement activities.
- Support enterprise and research units in the development and review of contracts for Complex Procurements
- Complete the reporting of applicable procurement contracts
- Undertake market research to identify opportunities to utilise existing Government Panel arrangements.

Relationship Management

- Liaise with internal clients to anticipate their needs and provide potential options

that provide the best value for money outcome for CSIRO.

- Take personal responsibility for driving client satisfaction and resolving problems promptly and in a constructive manner.
- Work collaboratively as part of a multi-disciplinary team to support team objectives.
- Prepare and deliver procurement training to key stakeholders as required.
- 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.
- Adhere to CSIRO's Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
- Other duties as required

Selection Criteria

Essential

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

1. Working knowledge of the Commonwealth Procurement Rules (CPR).
2. Demonstrated experience in undertaking Requests for Tenders (RFT) from beginning to end in accordance with policies and procedures. Applicants are requested to provide details of any RFTs they have undertaken, including an outline of their role in the procurement.
3. Experience in developing tender documentation, inclusive of internal approvals and approach to market documentation (e.g. request for tender).
4. Demonstrated ability to manage own workload to achieve results in a professional and timely manner.
5. Demonstrated capability in establishing and maintaining productive working relationships with internal and external stakeholders.

Desirable

1. Relevant qualifications in Government procurement and/or experience in a similar role
2. Highly developed skills and application of Microsoft Word and Excel.
3. Highly developed and influential communication and problem-solving skills.
4. Experienced in drafting contracts.
5. Understanding of how the CPRs apply to a Corporate Commonwealth Entity (CCE) organisation.

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:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.

- **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:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
- **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.

Include if relevant:

- 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