



Position Details

Technical Services - CSOF5

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
Advertised Job Title	IMT Contract Governance Officer
Job Reference	101428
Tenure	Indefinite Full-time
Salary Range	AU\$114,219 - AU\$123,605 per annum negotiable plus up to 15.4% superannuation
Location(s)	Canberra, Sydney, Melbourne (Canberra strongly preferred)
Relocation Assistance	Will not be provided to the successful candidate if required
Applications are open to	Australian Citizens Only
Position reports to the	Executive Manager IMT Operations Support
Client Focus – Internal	65%
Client Focus – External	35%
Number of Direct Reports	0
Enquire about this job	Henry Scheele@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 Information Management & Technology (IMT) within CSIRO is to support scientific and organisational objectives through enterprise information management and technology solutions. IMT is charged with the delivery of these services and successful delivery is reliant on a combination of, and cooperation with, internal and external resources. Goods and services are

procured from external suppliers by a number of procurement pathways including CSIRO Contracts or Work Orders under CSIRO or Commonwealth Deeds of standing offer, Requests for Tender, Requests for Quote and other approved approaches. IMT defines requirements and then conducts procurement activities that are compliant with Commonwealth Procurement Rules and CSIRO Procurement Policy and Process.

Contract Governance and Procurement are an integral part of the way IMT does business. Every year IMT conducts a large number of Procurement and Contract Governance activities across all ICT and information management domains, commits to and manages numerous contracts with many suppliers. The combined dollar value of these activities amounts to ~\$90m per annum.

The role of the IMT Contract Governance Officer is to manage a wide range of ICT and related service Procurements and conduct Contract Management activities across the whole of the IMT portfolio. IMT Procurement and Contracting activities range from the straightforward through to the very complex. Often IMT has highly complex, innovative, multi-year programs and projects that involve multiple inter-connected and dependant procurement and contracting arrangements. The IMT Contract Governance Officer will be part of a small team of ICT procurement and contract management specialists with a history of, and focus on, performance excellence.

The IMT Contract Governance Officer is required to work closely with a diverse range of personnel from Senior Executives, Technical Managers, Project Managers, Technology Specialists, Strategic Procurement, Legal and the respective vendor counterparts.

The successful applicant will have a demonstrated ability to provide support to stakeholders through efficient and effective procurement, contracting and contract management strategies compliant with the Commonwealth Procurement Rules.

Duties and Key Result Areas

The successful candidate will be required to demonstrate excellent knowledge and practical application of procurement practices, stakeholder management, negotiation, prioritisation, organisation and leadership skills.

- The role involves all activities associated with the development, implementation, operation and administration of policies, systems, process and procedures that assist IMT to achieve operational consistency within Procurement and Contract Management in such a way that meets IMT, CSIRO, Government and regulatory responsibilities whilst achieving IMT goals.
- This role will be responsible for maintaining, supporting and engaging in a small but highly proficient specialised ICT Contract Governance team
- Lead contract negotiations, contract performance, relationship measurement and dispute resolution, including competent peer liaison with internal and external legal advisers.
- The development and maintenance of comprehensive end to end supplier management documentation such as procurement and contract performance reports, processes, policy and workflow documentation, performance measuring and monitoring reports, relationship measuring and monitoring, etc.
- Post contract award administration and issues management to ensure the sustainment of ICT hardware, software and services

- The role requires experienced knowledge of Commonwealth Government procurement policy, processes and the Commonwealth Procurement Rules.
- Conduct the preparation of requests for quotes and tenders
- Participate in the creation and development of comprehensive documentation such as Procurement Plans, Evaluation Plans, Evaluation Reports, Memorandums and Approach to Market (ATM), document sets.
- Maintenance, compilation and generation of procurement, contract and other relevant commercial reports
- The creation and management of a comprehensive contracts register, stakeholder maps, process workflows, performance and relationship measures
- Act as lead or support for Requests for Tenders, Request for Quotes and establishment of Deeds of Standing offer with specialist suppliers. This includes drafting all relevant procurement and contractual documentation utilising CSIRO templates.
- Demonstrate excellent understanding of ICT technologies, and in-depth familiarity with issues surrounding ICT service delivery
- Exercise experienced levels of procurement and contract knowledge, expertise and experience and apply techniques to effectively manage and minimise procurement and contractual risk.
- Other duties as directed

Selection Criteria

Essential

- Australian Commonwealth Government contract management, procurement or similar (eg project management, business support) experience.

Desirable

- Broad and deep knowledge of procurement and contracting concepts
- Advanced knowledge of Commonwealth Government procurement policy, processes and the Commonwealth Procurement Rules.
- Ability to be a focal point for resolution of all procurement and contract related communication and issues between IMT business teams, Strategic Procurement, Legal and vendors.
- The use of sound judgment, innovation and creativity applied to resolution of contract issues.
- Demonstrated commercial acumen that supports effective decision making to ensure optimal realisations of savings, benefits and risks.
- Experience in development of procurement and contract documentation.
- Well-developed written and oral communication, liaison and teamwork skills, including the ability to work flexibly in small and medium sized teams and experience in conducting negotiations with suppliers and key stakeholders.
- A proven record of relationship management skills.
- Robust analytical skills with high levels of attention to accuracy and detail in documentation and record keeping.
- Technical ICT experience

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.

The successful candidate will be required to obtain and maintain an Australian Government security clearance at Negative Vetting 1.

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