



Position Details

Technical Services - CSOF5

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
Advertised job title	Electrical Systems Engineer
Job reference	102830
Tenure and work schedule	Specified Term of 18 months We will explore options for part-time, job-share and flexible work arrangements based on needs of the role and individual circumstances.
Salary range	AU\$118,102 - AU\$127,808 per annum (pro-rata for part-time) plus up to 15.4% superannuation
Location(s) and office arrangements	Geelong, ACDP
Relocation assistance	Will be provided to the successful candidate if required
Applications are open to	Australian Citizens Only
Position reports to the	Manager Electrical Maintenance
Client focus – Internal	100%
Client focus – External	0%
Number of direct reports	0
Enquire about this job	Contact Paul Field, Manager Electrical Maintenance, via email at Paul.Field@csiro.au
Support and workplace adjustments	We offer a range of reasonable supports and workplace adjustments. Please let us know via email sarah.lyons@csiro.au if we can help you to equitably participate in our recruitment process or the role itself.
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

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](#).

About CSIRO

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

As one of the world's largest multidisciplinary mission-driven research organisations, we are focused on the issues that matter the most: for our quality of life, for the economy and for our environment. We believe diverse teams are more effective and deliver more innovative outcomes. When we all focus on the big things that really matter, and work in partnership with our communities and [Indigenous Australia](#), Australian science and technology can solve seemingly impossible problems and create new value for all Australians. Visit [CSIRO.au](https://www.csiro.au) for more information.

Role overview

CSIRO has a complex property portfolio of owned and leased facilities that comprises over 1,000 buildings spread across over 55 locations within Australia. These scientific and research facilities are diverse both in location and type. CSIRO Business & Infrastructure Services (CBIS) is chartered with managing the services, maintenance and operation of all CSIRO's scientific and research facilities.

CBIS delivers its services through its Enterprise functions, which incorporates strategic, capital and estate issues, while the CBIS teams within each region deliver the operational property services. CBIS's strategy and operational activities align with CSIRO's strategic direction and scientific activities.

Reporting to the Manager Electrical Maintenance, the electrical systems engineer will provide professional engineering oversight and technical support services for capital improvement, change management, maintenance and operational activities. The role will use their professional expertise and strong people skills to lead and communicate responsive, considered and cost-effective solutions that support the mission of the CBIS team to Safely Operate and Maintain the Australian Centre for Disease Preparedness (ACDP) Facility to ensure the Integrity of ACDP's High Containment Laboratory. We value Safety, Inclusion, Trust, Respect, and Pride in our work.

The role involves contributing solutions to ongoing projects in response to operational and maintenance issues that affect plant availability, maintenance activities, or arise through formal change-management processes. You will work closely with the relevant CBIS engineering teams to deliver these outcomes. The role also includes managing deferred maintenance tasks from initiation through to completion.

Duties and key result areas

- As owner of the ACDP Engineering Standard (Electrical), be responsible for reviewing and updating the Standard to reflect new technical insights, regulatory changes, lessons learned and site-specific requirements and communicating clearly and promptly any changes made to the Standard to the relevant stakeholders.
- Ensure that all electrical work carried out on site complies with the requirements of the ACDP Engineering Standard (Electrical) through all phases of work – design, construction, inspection, commissioning, witness testing and final review of as-built documentation and ITP records, and provide a Single Point of Accountability (SPA) for any and all changes to ACDP

electrical, dry fire and EWIS infrastructure through a documented review and sign-off procedure

- Provide technical advice / support relevant to ACDP electrical, dry fire and EWIS systems and procedures for minor and capital works projects in the form of as-built drawings, documents, records and operability/maintainability/reliability requirements.
- Project manage deferred maintenance tasks, including cost estimation, design (drawings/specifications), procurement, preparation of scope of works, contractor engagement/management, HSE (isolations, permits, ARAs, safe systems of work, etc), workflow planning, budget management, stakeholder communication (before, during and after works), testing/commissioning, asset management (updating CMMS), documentation (drawings, SOPs, SWIs, PMs), removal of redundant equipment and waste, provision and administration of operation and maintenance training packages.
- Carry out the duties of an Electrical Permit Officer, including provision of permits for electrical work, participating in permit officer meetings and contributing to the ongoing management and administration of the permit officer process.
- Review changes and updates to relevant HSE documentation, including the CSIRO Electrical Safety Procedure, ACDP High Voltage Electrical Operating Procedure and the ACDP Lock-Out-Tag-Out (LOTO) Procedure and provide feedback and suggestions in collaboration with the on-site electrical staff.
- Contribution to configuration management via the documentation systems maintenance or the change management system.
- Keep abreast of modern maintenance practice and introduce appropriate new maintenance technology and procedures into the team as necessary and provide professional electrical engineering support and training to the technical officers and technicians of the Group.
- Monitor energy demand and consumption profiles and develop strategies for minimisation of costs, whilst ensuring the availability, operational reliability and quality performance of electrical, dry fire and EWIS services.
- Advise the Manager Electrical Services and CBIS Executive Manager-ACDP on complex electrical engineering matters, and inform the Executive Manager – ACDP region immediately of matters that have the potential to affect plant availability, microbiological security, work relationships, the health and safety of personnel and environment or may result in non-compliance with regulatory criteria.
- Update technical documentation for HV/LV systems, power generation and electrical plant including communication of changes, provision of documentation at point of use and archiving of superseded or obsoleted documentation.
- Review the Preventative Maintenance Schedules for existing HV/LV systems, power generation, distribution network and electrical plant, and develop maintenance policies and preventative maintenance task schedules for new electrical plant in conjunction with the Electrical group.
- Investigate and prepare written reports on plant failures, abnormal events, and other incidents of concern to maintenance—determining causes, assessing impacts on plant reliability, safety, personnel, and the environment, and developing permanent solutions through methodologies such as FMECA, root cause analysis, and the implementation of corrective actions.

- Provide on-call support for electrical, dry fire and EWIS plant equipment.
- Adhere to the spirit and practice of CSIRO's Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals. Abide by and promote AAHL's microbiological security regulations and conduct work consistent with CSIRO's Equal Employment Opportunity and Health, Safety & Environment principles.

Selection criteria

Essential

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

1. Degree in an appropriate engineering discipline (electrical or electronic) from a recognised tertiary educational institution, together with eligibility for professional membership of the Institute of Engineers, Australia.
2. Excellent written and verbal communication skills including demonstrated experience in report and documentation writing.
3. Significant experience in design, development installation, commissioning and/or servicing of electrical systems, process instrumentation and controls gained in a heavy industrial, process industry, building services, or manufacturing plant environment.
4. A demonstrated commitment to HS&E, safe working practices, including access permit procedures.
5. Competence in the following technical areas of electrical engineering:
 - *Power Generation and High Voltage Distribution Equipment*
 - *Energy management*
 - *Building services and Mechanical plant*
 - *Process control*
 - *Instrumentation*
6. Proven competence in the application of Risk Management techniques.
7. A sound understanding of plant diagnostics and maintenance methods.
8. Experience in project management.

Desirable

1. Post graduate studies in system engineering.
2. Expertise in computers and network systems involving automated control systems.
3. Experience in design, development installation, commissioning and/or servicing of SCADA & PLC systems for process plant.
4. A good knowledge of predictive, proactive and reliability-centred maintenance.

Other Special requirements:

Applicants must:

1. Possess a current driver's, reside within 45 minutes travelling time to ACDP.
2. Be willing and able to adhere to CSIRO ACDP microbiological security requirements and HSE policies.

3. Be willing and able to be vaccinated against rabies, hepatitis B, Japanese encephalitis or other agents.

Not sure if you need all the criteria?

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don't let the list discourage you. If you are unsure about applying, please reach out to the contact on page 1 of this document so we can discuss the role further.

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.

Setting you up for success

We understand that not everyone works in the same way and sometimes people may require reasonable support and adjustments to perform at their best. Whether related to the recruitment process and or the role itself, this may include options such as providing different methods of communication, flexible hours or physical adjustments to work methods. If you feel comfortable, we encourage you to share any support and adjustments you may need to carry out the inherent requirements of the role. Please let us know via email Sarah.lyons@csiro.au if we can help you to equitably participate in our recruitment process or the role itself.

Life at CSIRO and flexible working arrangements

We work flexibly at CSIRO, offering a range of options for how, when and where you work. We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers

a range of leave entitlements, [benefits](#) and [career development](#) opportunities. To learn more, visit [Careers at CSIRO](#).

We celebrate the uniqueness of our workforce and are committed to creating [diverse and inclusive teams](#) where everyone feels they belong. CSIRO is an equal employment opportunity organisation dedicated to recruiting people based on merit, and reflecting the diversity of the community we serve. We recognise true diversity encompasses all ages, nationalities, abilities, cultures, genders, sexualities, faiths, levels of education, diversity of thought and many more aspects of identity. By empowering diverse teams, our community is reflected in the solutions we create.

CSIRO values

CSIRO is a values-based organisation committed to values-based leadership.

Value	Descriptor	Behaviour
People first	Our priority is the safety and wellbeing of our people. We believe in, and respect, the power of diverse perspectives. We seek out and learn from our differences.	<ul style="list-style-type: none"> • Respectful • Caring • Inclusive
Further together	We achieve more together than we ever could alone. We listen and collaborate, in teams, across disciplines, across boundaries. We embrace ambiguity and use discussion and persistence to generate unique solutions to complex problems.	<ul style="list-style-type: none"> • Accountable • Authentic • Courageous
Making it real	We do science with real impact. We thrive when taking on the big challenges facing the world. We take educated risks and defy convention. We celebrate successes and failures and leverage them to learn as we strive to be the force for positive change.	<ul style="list-style-type: none"> • Partnering • Cooperative • Humble
Trusted	We're driven by purpose but remain objective. We fight misinformation with facts. We earn trust everywhere through everything we do. We trust each other and we hold each other accountable. Together our actions drive Australia's trust in CSIRO.	<ul style="list-style-type: none"> • Curious • Adaptive • Entrepreneurial

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](#).

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.
- The successful candidate will be required to obtain and maintain a security clearance at the Negative Vetting 1 Level
- ACDP - Security Assessment and Microbiological Security Requirements for Personnel Working on the Australian Centre for Disease Preparedness (ACDP) Site.

Security Assessment and Microbiological Security Requirements for Personnel Working on the Australian Centre for Disease Preparedness (ACDP) Site:

ACDP Special Conditions:

To be eligible for this position you must be willing and able to:

- Adhere to CSIRO ACDP microbiological security requirements, other Australian Security requirements applicable to the position and HSE policies.
- Be vaccinated against influenza, rabies, hepatitis B, Japanese encephalitis or other agents as specified if required for the role performed.
- The nature of our work requires that each person working on site must comply with the conditions described below.
- The appointee is required to pass a security clearance at a level appropriate to duties of the position. Confirmation of the appointment is subject to obtaining that clearance.
- It is essential that all work on exotic or emerging diseases carried out at ACDP is conducted in a safe manner to prevent the escape of the disease agents used, and to this end, all activities and personnel will be subject to appropriate microbiological security measures. Consequently, while working at ACDP, you may not reside on a property on which are kept any of the following animals: sheep, cattle, pigs, goats, horses, asses and mules, any other cloven-hoofed animal, fowls, turkeys, geese, domestic ducks, caged birds, emus or ostriches. Personnel working with diseases of aquatic animals additionally may not keep aquarium fish at their place of residence and personnel working with cane toad material must also avoid contact with amphibians.
- In addition, for a period of seven days after working in the microbiologically secure area of ACDP, personnel may not have close contact with any of the above animals, amphibians or birds or the actual places where these animals are held or visit any aquatic animal farm or aquatic animal hatchery.
- Working in the barrier maintained Small Animal Facility requires avoidance of contact with additional animals such as mice, rats, guinea pigs, rabbits and poultry 3 days prior to arrival.

Personnel must abide by Occupational Health, Safety and Environment regulations. Safety signs and directives issued by CSIRO personnel must always be complied with.

