



Position details

Administrative services- CSOF4

THE FOLLOWING INFORMATION IS FOR APPLICANTS	
Advertised job title	Procurement Advisor
Job reference	102903
Tenure and work schedule	Specified Term of 2 years Full-time 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\$100,103 - AU\$113,251 per annum (pro-rata for part-time) plus up to 15.4% superannuation
Location(s) and office arrangements	Any CSIRO Site considered Hybrid working available
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	Steff Chalker via email at Stephanie.Chalker@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](#) for more information.

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/reporting

- Assist in the development of contracts as an outcome of procurement activities. These could be Australian Standard Construction contracts, Deeds of Standing Offer or standard CSIRO templated Contracts.
- Complete the reporting of applicable procurement contracts.

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.
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- 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) or similar Procurement Frameworks.
2. Demonstrated experience in undertaking Requests for Tenders (RFT) in accordance with policies and procedures. Applicants are requested to provide examples 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.

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.

Not sure if you meet 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:** 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.

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.