# Position Details

## Administrative Services- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | CSIRO Business and Infrastructure Services (CBIS) Officer – Facilities |
| Job Reference | 70440 |
| Tenure | Specified term of 3 years |
| Salary Range | AU$63k - AU$80k per annum, plus up to 15.4% superannuation |
| Location(s) | Kensington (Perth) Western Australia |
| 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 | CBIS Coordinator |
| Client Focus – Internal | 60% |
| Client Focus – External | 40% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Michael Nicholas via email [michael.nicholas@csiro.au](mailto:michael.nicholas@csiro.au) or telephone 08 6436 8615 |
| 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](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

The CBIS Officer – Facilities position is one of general assistance in the delivery of Facilities Management services. The position requires a good level of site knowledge to be maintained, including an operational view of any BMS style systems that may be installed. The role also monitors (and reports on) contractors to ensure their service delivery is in accordance with the contract conditions and their performance meets the Service Level Agreements with Business Units. At times the role involves out of hours work and site callouts (within the designated area) and the ability to access all equipment at these sites. The CBIS Officer - Facilities is also required to work at other sites within the State as needed.

### Duties and Key Result Areas:

* Monitor the daily facilities services works undertaken by CBIS staff and contractors to ensure compliance with programs and contracts through:
  + The Take5 system, ensuring compliance with CSIRO policies and procedures, with particular reference to HSE and security
  + Checking, reviewing and filing JSEA/SWMS documentation
  + Undertaking site inductions
  + Ensuring compliance with issued permits
  + Checking site attendance and departure of contractors, along with any access supplied
  + Acting as a conduit between staff and contractors, utilising facilities knowledge to optimise contractor works
  + Scoping works for contractors
  + Monitoring and supervising contracted works
  + Assisting with site logistics tasks
  + Monitoring of Building Operating System
* Maintain a good working knowledge of the sites, equipment and current maintenance needs.
* Raise works orders as necessary or perform minor tasks as directed to ensure a good level of maintenance is performed on all assets and contractors are aware of current issues and site-specific information.
* Actively participate in the Facilities Condition Audit Program and annual reviews of site or region facilities and services, including assistance with the updating of the maintenance planning data.
* Provide assistance to CSIRO staff with regard to specific site information, tasks and issues such as services shut down, testing arrangements, receiving and transporting deliveries (often requiring the use of a forklift).
* Assist in the development and implementation of site security services. This may include access to personal or commercially sensitive information.
* Participate in the evaluation and planning of site alterations or development and provide input to the updating of property records (drawings and operating procedures), including maintenance of site services drawings (e.g. electrical, gas, water, storm water/sewer, optical fibres, fire).
* Assist CBIS Coordinators in minor works coordination (as directed) for fit-out changes and user relocations in offices, laboratories and other research accommodation.
* Assist with coordinating the contractors for site "soft" services including cleaning, security, grounds maintenance and waste management, and provide support to the site in relation to stores, general services and forklift duties.
* Participate in after-hours “on call” roster and emergency response requirements for the sites in the local region or those as nominated from time to time.
* In collaboration with the CBIS Coordinator - Facilities and/or State Manager, contribute to the development of facility operational and maintenance plans, supervision of activities, and report on the site maintenance activities.
* 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.
* Work collaboratively as part of a multi-disciplinary facilities operational team, to carry out tasks in support of CSIRO’s objectives.
* 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.
* Other duties as directed.

## **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.

## **Selection Criteria**

#### Essential

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

1. Experience working in the property industry and coordinating services including mechanical, electrical, hydraulic, fire, security, cleaning, waste management and grounds maintenance.
2. Good interpersonal skills, a customer-focussed approach, and a proven ability to interact confidently with a diverse group of stakeholders.
3. Proven ability to take direction and undertake tasks autonomously and efficiently with a high degree of self-motivation.
4. Demonstrated ability to successfully work on multiple tasks concurrently.
5. The ability and willingness to participate in an after-hours “on call” roster and emergency response requirements, including the ability to access equipment at all sites in the local region.
6. Demonstrated experience with the Microsoft suite of programs (particularly Word, Excel and Outlook).
7. A current Australian Class ‘C’ driver’s licence (or equivalent).

## **Desirable:**

1. Experience in technical Facilities Management.
2. A current forklift licence.
3. Trade qualification in relevant field (e.g. Mechanical, Electrical).

Special Requirements

The successful candidate will be asked to obtain and provide evidence of a National Police Clearance or equivalent. 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](http://www.csiro.au/) and [CSIRO [Business and Infrastructure Services](https://my.csiro.au/orginfo/structure/support/cbis)](https://www.csiro.au/en/Research/Astronomy) 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:

* 1. People First
  2. Further Together
  3. Making it Real
  4. Trusted