# Position Details

## Technical Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | CBIS Property Coordinator – Minor Works and Projects |
| Job Reference | 71722 |
| Tenure | Indefinite |
| Salary Range | AU$98,735 to AU$106,848 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Perth (Kensington), WA |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | CBIS State Manager – Western Australia |
| Client Focus – Internal | 60% |
| Client Focus – External | 40% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Jeff Arbon via email at jeff.arbon@csiro.au or phone +61 8 6436 8511 |
| 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. |

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### Role Overview

CSIRO has a complex property portfolio of owned and leased facilities that comprises over 1,000 buildings spread across 59 locations within Australia and in three countries overseas. These scientific research, (including National Research Infrastructure) and office/administration facilities are diverse in ownership, type of property, age and condition. The property portfolio is managed by CSIRO’s Business and Infrastructure Services unit (CBIS) which has offices in each state.

### This role works collaboratively across CSIRO business units and with a range of industry partners to manage the delivery of building and service upgrades by way of best practice project management.

### The position will be responsible for coordinating multiple stakeholders, resources and budgets across the life of a project from initiation to completion, commissioning and operational handover. The position will be responsible for delivering projects on time, to budget whilst ensuring compliance to Australian building codes and standards. The projects will not necessarily be restricted to the built form and can be across all facets of business and business systems.

### The CBIS Coordinator – Minor Works and Projects will be managing partnerships and property and maintenance projects up to a value of $5m and will use a broad knowledge of government policy and experience in managing building programs and public works~~.~~

### A function of the role is to maintain the deferred maintenance register to accurately reflect the current status of building services and fabric across the State. This includes undertaking investigations of critical asset condition and contributing to related asset condition registers while facilitating a working relationship between the CBIS WA team and the wider organisation in delivery of asset maintenance project reporting.

### Duties and Key Result Areas

* Develop and lead Minor Works Projects in WA, integrating property and science objectives, ensuring outcomes contribute to CSIRO's strategic directions.
* Liaise with clients both internal and external to determine their needs and be responsive and accountable for their satisfaction, correcting problems promptly and in a constructive manner.
* Manage the planning, initiation and delivery of asset maintenance-related upgrades, replacements and minor works. Ensure best practice project management through optimising the efficiency, cost effectiveness and use of assets and facilities throughout their lifecycle together with managing any associated risks.
* Deliver projects on time, to budget, to specification and in line with compliance requirements by coordinating and facilitating stakeholder contributions, resources and budgets across the life of maintenance projects from initiation to completion, commissioning and operational handover.
* Establish and maintain internal and external stakeholder relationships through effective communication, negotiation and issues management to engage stakeholders and ensure asset maintenance management objectives are achieved. This includes:
  + Providing expert advice and assistance on projects across the Region or State that have implications for asset maintenance and management.
  + Engaging and collaborating with Capital Works, Business Units and site based CBIS staff.
  + Maintaining a working relationship with the Finance, Procurement and relevant government departments in the planning, assessment and delivery of asset maintenance projects.
* Lead the successful delivery of multiple and concurrent project activities with a focus on whole of life, client engagement, consultation and change management.
* Managing the program of asset maintenance projects to optimise the performance of assets through timely upgrades at end of lifecycle. This includes ensuring the program is based on sound analytics and research in collaboration with the CBIS site team.
* Procuring suppliers and ensuring compliance with Commonwealth procurement rules including the use of Government Panels.
* In association with the Manager, Contracts and Compliance (SW Region), design and implement contract instruments and systems to procure, monitor, assess and audit contracts and contractors to ensure performance, compliance, efficiency and quality of works.
* Manage stakeholders and contractors in the timely provision and recording of all relevant technical documentation including all operation and maintenance manuals, compliance certificates, drawings, plans and other documentation required to ensure all assets operate to required performance and reach their end of life with minimal failure and unexpected issues.
* Develop projects and programs with consideration to addressing CSIRO policy directives such as sustainable development targets for resource recovery, energy and water efficiency targets. This includes:
  + Providing advice on maintenance project contracts such as meeting energy efficiency standards and integration with the Asset Management system (as it may be from time to time).
* Provide and apply technical advice and operational expertise in regard to: equipment functionality and possible design alternatives; asset condition status and expected service delivery life; seasonal demands; preventative asset maintenance programs and replacement priority work schedules based on priorities and service needs.
* Display a willingness to influence the decision of managers by recognising the need for change in initiating innovative solutions/proposals and liaise with and influence related professions to develop practices, which support the CBIS.
* Anticipate and manage significant issues, often in ambiguous situations, by evaluating and interpreting complex information and developing creative solutions and contingencies.
* 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, regionally dispersed team to carry out tasks in support of CSIRO scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

## **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.

## **Selection Criteria**

#### Essential

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

1. Tertiary qualifications and/or equivalent work experience in Project Management in a relevant discipline area such as architecture, engineering, planning, construction, property or related areas.
2. Demonstrated knowledge, skills and experience in asset lifecycle modelling, asset replacement planning, project budgeting, program development and procurement of project contractors for critical infrastructure in a complex 24/7 operating environment.
3. Demonstrated experience in effective project management, procurement and contract management, including planning, resource management and contractor compliance with the ability to work on a multitude of tasks while meeting deadlines.
4. Demonstrated experience in stakeholder and change management along with leadership, interpersonal and high-level communication skills.
5. Proven skills and experience in effective risk management including identifying a range of risks, project continuation, delivery and commissioning impacts and risks, conducting risk assessments and implementing risk management measures. This includes effective and timely escalation of issues.
6. High-level proficiency in building management, scheduling and asset management systems including deferred maintenance systems along with a strong proficiency in utilising Microsoft applications and management systems.
7. Working knowledge of relevant compliance requirements including building regulation, codes, standards, practices, accreditations, asset management frameworks and a commitment to continual improvement of skills, knowledge and the application of industry best practice asset maintenance management.

## **Desirable**

1. AIMP or PMI accreditation and Prince 2 or equivalent program management experience.
2. Certificate IV in Procurement and Contracting.

Special Requirements

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

* The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

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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