# Position Details

## Administrative Services- CSOF3

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| The following information is for applicants |
| Advertised Job Title | CBIS Officer - Stores |
| Job Reference | 78968 |
| Tenure | Indefinite Full-time or Part-time  |
| Salary Range | AU$66,163 to AU$84,207 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Geelong, VIC |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens Only
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| Position reports to the | CBIS Co-ordinator – Stores or General Services Team Leader |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Hamish Millar via email at Hamish.Millar@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. |

### Role Overview

## Administrative staff in CSIRO provides administrative and management services to support the effective provision of research and development activities. This involves the development and implementation and/or administration of policies, systems and procedures that assist the organisation and the business units to achieve their objectives and meet Government and regulatory responsibilities.

### Working closely with facilities staff from CSIROs’ Business and Infrastructure Services (CBIS), the role of Stores and Logistics Officer encompasses a range of support activities including receipt and dispatch services, inventory control, simple procurement, internal logistics, dangerous goods handling/dispatch and other agreed services to meet CSIRO operational requirements. This service provision may be to one or more sites.

### Duties and Key Result Areas:

* Provide a high quality stores and logistics service to all CSIRO staff and customers and business partners.
* Perform all stores inventory procurement, receipting of good and processing of invoices
* Ensure the efficient, timely and accurate receipt and dispatch of all material goods to and from the site via the store. This will include the timely and accurate delivery of items from the Receiving building to multiple destinations on site and the coordination of bulky goods direct to the customer or a remote destination.
* Ensure freight items are recorded/received/held/dispatched via systems as necessary. Making sure specialist packaging instructions, are understood, considered and implemented in consultation with the customers
* Assist in the management of inventory control in the store and liaise with customers for future needs and change requirements with stock held; facilitate the efficient procurement of specified goods and services including gases and ensure that this is achieved in accordance with CSIRO Policies
* Process internal scientific consumables orders
* Coordinate the internal dispatch and pick-up of goods in-line with agreed terms and available resourcing across the site(s)
* Provide administrative support and be the point of contact in respect to the vehicle fleet, ensuring that the inspection, cleaning, repairs and servicing are undertaken by responsible parties as required. Also may include other fleet duties as directed
* Coordinate and/or assist with the delivery of logistic and site services such as waste management and other services as may be necessary from time to time
* Adapt and/or develop techniques, procedures/equipment/ concepts/ideas in support of existing store practices
* Contribute to daily operations of all on-site stores activities.
* Housekeeping and responsible management of packaging waste
* 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, often regionally dispersed team, and business unit to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s 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:** 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. Possession of a current License/authority for the operation of a forklift
2. Possession of a current unencumbered motor vehicle driver’s license.
3. Previous experience in the planning and operation of stores and logistics services including inwards and outgoing goods, inventory control and stocktake
4. Demonstrated skills and experience in the operation of logistics software packages
5. Sound knowledge of purchasing policy and procedures, procurement systems and methods of obtaining quotations and certifying payments
6. Demonstrated data entry skills and experience using Microsoft Office applications (Word, Excel & Outlook)
7. Strong customer service skills and the ability to build and maintain relationships with the customers and keep them informed on the delivery of logistic services
8. A proven ability to plan, coordinate and prioritise activities and work independently to achieve service outcomes.

## **Desirable:**

1. Sound knowledge of specialist and dangerous goods management relating to samples, research materials, gases and other dangerous goods.

### 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.

* This is a security assessed position. Applicants must be an Australian citizen, with successful candidate either holding or having the ability to obtain a Negative Vetting 1, Australian Government security clearance.
* Adhere to CSIRO ACDP microbiological security requirements, other Australian Security requirements applicable to the position and HSE policies.
* Be vaccinated against COVID-19, influenza, rabies, hepatitis B, or other agents as specified if required for the role performed.

## **Security Assessment and Microbiological Security Requirements for Personnel Working on the ACDP Site**

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 may not keep aquarium fish at their place of residence and personnel working with cane toad material must avoid contact with amphibians.
* In addition, for a period of three 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 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 be complied with at all times.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)! Find out more about the CSIRO [Business and Infrastructure Services](https://my.csiro.au/orginfo/structure/support/cbis)