# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants |
| Advertised Job Title | Procurement and Contracts Officer |
| Job Reference | 72652 |
| Tenure | Specified Term of 12 months Full-time  |
| Salary Range | AU$ $83,687 to AU$94,679 pa + up to 15.4% superannuation |
| Location(s) | Australian Capital Territory – Black Mountain Site |
| Relocation Assistance | Maybe provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Procurement Manager  |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Donna Ray +61 2 6276 6229  |
| 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

The Strategic Procurement section is seeking a Procurement Officer with strong procurement, stakeholder management, negotiation and organisational skills. The Strategic Procurement section comprises of four teams who work cohesively together in undertaking complex procurements: procuring through enterprise panel arrangement, travel management and management of enterprise wide panel arrangements.

The position requires a Procurement Officer who has experience in undertaking complex procurement activities and/or panel engagements, which comply with the Commonwealth Procurement Rules (CPRs) and government interconnected policies.

The Officer will be required to provide procurement expertise and assist stakeholders to plan, develop, and manage procurement arrangements to effectively meet organisational and business objectives.

### Duties and Key Result Areas:

Procurement and Tender related Activities

* + - Undertake procurements and tender related activities in a manner which is compliant with the Commonwealth Procurement Rules (CPRs). This includes developing all procurement and tender documentation associated with complex and panel procurements.
		- Assist in negotiations with suppliers and manage issues to successful agreement.
		- Provide support in developing sourcing strategies which support CSIRO objectives.
		- Provide advice to staff in relation to procurement activities to ensure compliance with internal procedures and the Commonwealth Procurement Framework.
		- Keeping up to date with procurement policy, processes and legislation and building knowledge of the business.
		- Explaining procurement processes and requirements to those responsible that comply with the CPRs and government interconnected policies whilst adopting best practice, given the complexity of procurement and the time-pressured working environment.

Contract development/management/reporting

* + - Develop contracts or Work Orders as an outcome of procurement activities.
		- Support business units in the development and review of contracts.
		- Assist CSIRO business units to set and monitor supplier compliance with contract terms and conditions, deliverables, and reporting requirements.
		- Undertake market research to identify opportunities to utilise existing Government Panel arrangements.

Relationship Management

* + - Liaise with clients to anticipate their needs, ensure the relevance of the activity and achievement of team objectives, take personal responsibility for guaranteeing client satisfaction, and correct problems promptly and in a constructive manner
		- Work with various stakeholders and suppliers in undertaking procurement activities and contract management.
		- Effectively manage and partner with suppliers to build strong and productive working relationships to achieve mutually beneficial outcomes.
		- Assist in the resolution of contract issues and disputes in a timely manner to minimise any impacts on business.
		- Work collaboratively as part of a multi-disciplinary team and support all team objectives.
		- Prepare and deliver procurement and contract management training to key stakeholders as required.
		- 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 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 required

## **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:** Recognise 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.

## **Selection Criteria**

#### Essential

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

1. Relevant qualifications in Government procurement and/or demonstrated experience in a similar role including working knowledge of the Commonwealth Procurement Rules (CPR) and how they apply to a Corporate Commonwealth Entity (CCE) organisation.
2. Demonstrated ability in undertaking and delivering procurements throughout the entire procurement lifecycle via open market approaches or Panel arrangements.
3. Demonstrated capability to think strategically and understand CSIRO’s position as a Commonwealth agency in managing procurement, contract negotiation, contract, and panel management.
4. Demonstrated ability to manage own workloads to achieve results in a professional and timely manner.
5. Demonstrated capability in establishing and maintaining productive working relationships with internal and external stakeholders.
6. Highly developed and influential communication skills.
7. Demonstrated ability and willingness to generate improved solutions to complex problems and resolve issues using creativity, reasoning, problem solving techniques and experience.
8. Demonstrated ability to use applicable Commonwealth procurement systems in line with organisational procurement procedures.

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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* People First
* Further Together
* Making it Real
* Trusted