# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants |
| Advertised Job Title | CSIRO Business and Infrastructure Services (CBIS) Project Officer – Capital Works |
| Job Reference | 81461 |
| Tenure | Specified Term of 2 yearsFull-time or Part-time |
| Salary Range | AU$87,068 to AU$98,504 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 Capital Works Project Manager |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Amanda Cooper via email at amanda.cooper@csiro.au or phone +61 436 634 919 |
| 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.

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. This 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.

CBIS delivers strategic, estate management and capital works functions through its regional and state property management teams supported by its capital works team. CBIS’ strategy and operational activities align with CSIRO’s strategic direction and scientific activities.

The Project Officer will support the planning and delivery of minor, medium and major capital works projects, including construction, refurbishment and environmental sustainability projects, reporting to an assigned Project Manager. Projects can range in value up to $200 million. These projects are undertaken in a complex environment, with a focus on whole of life capital and operating costs. The role requires the participation in various project activities, including working closely across key stakeholder and contractor groups, in a rapidly changing environment to deliver leading edge project outcomes.

The Project Officer will primarily work on the Perth Precinct Project and Stage 2 Perth Consolidation Project which specifically involves the refurbishment and delivery of new highly serviced and specialised research facilities as well as a program of intra-city staff relocations. Other projects will be identified as CSIRO’s national capital and minor works programs are approved and resources reviewed and allocated.

### Duties and Key Result Areas:

* Support the CBIS Project Manager and CBIS Minor Works Project Manager to plan and deliver capital and minor works projects in Perth and nationally, on time, on budget, and fit for purpose
* Assist the CBIS Project Manager and CBIS Minor Works Project Manager with project delivery responsibilities including procurement, contract management, financial management, risk management, change management and reporting
* Manage the administrative aspects of projects including document management, minute taking, report writing, preparation of presentations and organisation of meetings
* Assist in the preparation of reports and papers for consideration by project governance committees and the CSIRO Executive
* Work collaboratively with user groups, consultants and the CBIS Project Manager to develop user requirements and communicate these throughout the design process
* Develop productive relationships with internal and external stakeholders to enhance project outcomes, and contribute to the implementation of change management strategies utilising strong relationship, collaboration and influencing skills and experience
* Participate as a member of CBIS in the development and implementation of best-practice methodologies, procedures and tools to deliver projects and CSIRO strategic objectives
* 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 research 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 plans and policies, Diversity initiatives and Zero Harm 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:** 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. Demonstrated ability to work independently in a complex environment with multiple stakeholders

and work to achieve outcomes within agreed timeframes

1. Experience in project management, particularly in the planning and successful delivery of project

objectives in regards to time, cost, quality and safety

1. Demonstrated understanding of project management methodologies, contract management, health and safety legislation, and government procurement requirements
2. Demonstrated experience in the effective use of project management tools, systems and strategies
3. Proven ability to think strategically and use sound judgement to make appropriate recommendations
4. Well-developed written and verbal communications and stakeholder management skills to build and maintain strong working relationships, and the capability to support change across user groups and the organisation
5. A history of professional and respectful behaviours and attitudes in a collaborative environment.

**Desirable**

1. Experience in the planning and delivery of scientific, university and/or public sector environment capital works projects
2. Knowledge of the compliance and regulatory requirements of scientific facilities
3. Relevant tertiary qualifications in project management or a directly related field (such as construction management, architecture, engineering, planning, property or related areas) or significant relevant experience
4. PMI accreditation and Prince 2 or equivalent program management experience
5. Certificate IV in Procurement and Contracting
6. Construction White Card

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.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!