# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Estate, Leasing and Heritage Coordinator – CSIRO Business and Infrastructure Services |
| Job Reference | 85443 |
| Tenure | Indefinite  Full-time |
| Salary Range | AU$102,724 to AU$111,165 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Black Mountain, ACT |
| 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 | Manager, Estate and Leasing Management |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Irene Ford via email at [irene.ford@csiro.au](mailto:irene.ford@csiro.au) or phone +61 2 6276 6488. |
| 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

## 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 over 53 sites within Australia and 3 internationally. These scientific and research facilities are diverse in ownership, type of property, age, location and condition. CSIRO Business and Infrastructure Services (CBIS) is chartered with planning and managing the provision, maintenance, and operation of all CSIRO’s scientific and research facilities.

CBIS delivers its services through its centralised functions which provide strategic, capital and estate management activities and six decentralised teams that are based at key locations across Australia to deliver the operational property services.

The incumbent, in consultation/collaboration with the Estate and Leasing Management team and broader Regional CBIS Staff will develop, implement, review and update administrative systems, processes and policies to ensure national consistency and compliance with agency standards, policies and procedures.

Reporting to the Manager, Estate and Leasing Management, the Estate, Leasing and Heritage Coordinator is responsible for the maintenance of the organisation’s real property records, assisting in the acquisition and disposal of CSIRO property and assisting in observing the obligations and requirements of heritage management of CSIRO land and buildings.

### Duties and Key Result Areas:

The Estate, Leasing and Heritage Coordinator is, under limited direction, responsible for the following:

* Maintain the CSIRO Land and Buildings Register and Other Information Registers and Records (e.g., Land and Building Records, Certificates of Titles, Lease Information Register, and SAP Database).
* Assist with the acquisition/disposal of real property through purchase/sale or lease (as lessor or lessee) and in accordance with Government legislation and CSIRO policies and procedures. These may include dealing with legal, town planning, environmental, heritage, valuation, marketing, and public relations issues.
* Assist with financial reporting for the estate. This includes:

a. end of financial year statements;

b. arranging annual valuation reports for selected properties;

c. and managing a triennial revaluation of the portfolio by outsourced provider.

* Assist CSIRO Business Units with accommodation, occupancy issues, tenancy agreements and other Real Property issues in alignment with CSIRO’s Property Strategy.
* Assist CSIRO managing its heritage obligations and responsibilities as outlined in the CSIRO Heritage Strategy for Land and Buildings 2016-2026 and the Department of Agriculture, Water and Environment legislation and guidelines.
* Assist CSIRO in establishing and managing its Contaminated Land and Hazardous Materials Strategy for Land and Buildings,
* Prepare asset, lease and/or heritage information for use by CSIRO Executive and CBIS Services staff for briefings, presentations, and portfolio analysis for internal and external use.
* Promote records management processes and procedures for the CSIRO Estate and ensure the records are maintained and controlled to best practice standards.
* Liaise with clients, stakeholders, and contractors to determine their needs, tailoring solutions to potentially conflicting requirements, taking personal responsibility for client satisfaction, and correcting problems promptly and in a constructive manner.
* 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.
* Under limited direction work collaboratively as part of a multi-disciplinary, often regionally dispersed business unit, to carry out tasks in support of CBIS 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 and responsibilities as may be directed including but not limited to contributing to CBIS property strategy, goals, and leadership. Key responsibilities may be subject to change from time to time to ensure the continued success of the function.

## **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. Qualifications in Property or Asset Management; or undertaking studies in a relevant Property course; or an equivalent amount of experience in Asset Management, Property Management and Property Administration preferably within a Government Environment.
2. Willingness and ability to work and travel across Australia.
3. Demonstrated knowledge and understanding of public authority administration of property in areas of heritage, environmental, asset registers, and financial recording of information, including ability to administer leases and licences for real property.
4. Proven experience in technical records management and document control in an Estate management context.
5. Adaptability to a changing work environment, systems and processes with commitment to continually building skills and knowledge.
6. Excellent communication skills, interpersonal skills, negotiation skills and a strong “customer service” focus, both for internal and external stakeholders.
7. Demonstrated ability to work under limited direction, accept responsibility and direction and be accountable for outcomes.
8. Good attention to detail.
9. Proven experience in the use of the Microsoft suite of products.

## **Desirable:**

1. Current drives licence.
2. Knowledge of Commonwealth Government legislation or policies for real property and heritage management.

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.

Include if relevant:

* The successful candidate will be required to obtain and maintain a security clearance at the Baseline Level 1.
* If the successful candidate is not an Australian Citizen or Permanent Resident, they may be required to undergo additional security clearances, which may include medical examinations and an international standardised test of English language proficiency (i.e. IELTS test- <https://ielts.com.au/>).

## **About CSIRO:**

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