# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | CBIS Project Officer - Environmental Data |
| Job Reference | 86061 |
| Tenure | Specified Term of 2 years  Full-time |
| Salary Range | AU$87,068k - AU$98,504k per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Clayton, VIC or Canberra, ACT |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens Only * Australian/New Zealand Citizens and Australian Permanent Residents * All Candidates |
| Position reports to the | CSIRO Environmental Sustainability Manager |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Lina Juodelyte via email: [lina.juodelyte@csiro.au](mailto:lina.juodelyte@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](mailto:careers.online@csiro.au) or call 1300 984 220. |

**Acknowledgement of Country**

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

### Role Overview

The role of the CSIRO Business and Infrastructure Services (CBIS) Smart Buildings Officer is to drive the implementation of the Smart Buildings Roadmap, whilst ensuring functionality and utilisation of CSIRO’s building data management system. The Smart Buildings Officer will be responsible for coordination of system initiatives, such as installations of meter data points and their connection to central data system or integration with other systems.

The Smart Buildings Officer will be part of CSIRO Sustainability Team (ST) which coordinates the implementation of CSIRO’s Sustainability Strategy and associated environmental projects and manages the reporting of CSIRO environmental performance. The Smart Buildings Officer will work closely with ST members to actively support the delivery of CSIRO’s strategy and team outcomes.

The Smart Buildings Officer will ensure the utilisation of building data to help CSIRO achieve Net Zero Emissions goals and broader CSIRO Sustainability Strategy. The successful candidate will also assist with guiding others in relation to collecting, managing, and using building data.

The Smart Buildings Officer will liaise with a variety of internal and external stakeholders, these include but are not limited too; Facility Managers, building contractors, champions of data management systems, building data providers and others to ensure CSIRO’s building performance data is robust, accurate and supports CSIRO’s business decision-making.

### Duties and Key Result Areas

***Implementation of the Smart Building Roadmap Initiatives***

* Drive the implementation of various Smart Building Roadmap initiatives, including but not limited improvement of existing system, improving data utilisation
* Coordinate trials of innovative tools, together with CSIRO’s Energy research teams, to improve sustainability outcomes in CSIRO’s buildings and help to deliver science outcomes where possible as well, e.g. demand response modules
* Propose improvements to system, data, or processes to increase the ease of data use, integration of various systems and resources, and similar, e.g. integrating relevant building management system data with building consumption data
* Using building data, assist with making CSIRO buildings ‘smarter’ through innovative tools, integration and use of data to advance automation in building operations
* Recommend digitalisation pathways, assist with overcoming the barriers and conduct innovation trials that would help embrace digitalisation in buildings

***Building Data Management & Collaborations***

* Manage CSIRO’s building data (500+) points in the centralised data collection system, ensure smooth collection, reliability and accuracy of data, and integration of data points with other systems
* Identify and coordinate troubleshooting and solutions for issues with points, collections or system until successful resolution
* Collaborate with various stakeholders to ensure successful management of building data in CSIRO, integration with other systems and processes
* Suggest and implement improvements to systems and processes, develop materials to support this improvement, like developing processes and templates to support smooth installations or ensure security of data

***Building Data Reporting, Visualisation & Utilisation***

* Provide building data reports, support measurement and verification effort, and enable data-driven decision making in CSIRO operations
* Proactively analyse buildings data to seek cost and resources efficiencies, identify patterns and trends, expose weaknesses with CSIRO buildings operations
* Facilitate discussions with various stakeholders about efficiency initiatives in buildings and building systems, guide stakeholders towards better understanding and use of building data, and coordinate appropriate efficiency initiatives
* Increase building data utilisation innovative data visualisation approaches, including ensuring successful operations of Live Energy Dashboards at 9 CSIRO sites, and use of PowerBI or similar visualisation tools to make reports and insights more accessible

***General***

* Establish networks with other professionals in your field to ensure that the service provided continues to add value and educate relevant stakeholders about building data.
* 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 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.

## **Selection Criteria**

#### Essential

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

1. Tertiary qualifications in Engineering (Mechanical, Mechatronics, Electrical or Architectural Engineering) or similar technical degree, or minimal 2 years’ experience in building-related disciplines, operations or building design experience.
2. Strong experience across facility management, and demonstrated knowledge and understanding across building design, construction and operation.
3. Well-developed experience in the configuration and maintenance of web-based data management systems and processes, data integration, data integrity and data quality requirements.
4. Well-developed data analysis and interpretation skills, and a good working knowledge of data visualisation techniques and approaches.
5. Demonstrated ability to think and act strategically, to identify and evaluate data improvement opportunities that optimise environmental data outcomes for stakeholders and manage key risks.
6. Good project and time management skills that enables timely delivery of reporting milestones and team project outcomes.
7. Good oral and written communication skills coupled with the ability to establish effective working relationships with key internal and external stakeholders.

## **Desirable**

1. Experience across data management, IT software solutions and integration or business analysis.
2. Experience in sustainability projects or initiatives.

## **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:** Recognises 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.

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.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) for more information.

CSIRO is a values-based organisation.  In your application and at interview you will need to demonstrate behaviours aligned to our values of:

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