

Position Details

Administrative Services- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Procurement Administration Officer (Two positions)  **Position 1.** Procurement Administration Officer, Capital Facilities and Properties  **Position 2.** Procurement Administration Officer, Science and Corporate Services |
| Job Reference | 82108 |
| Tenure | Specified term of 18 months |
| Salary Range | AU$66,163 to AU$84,207 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Canberra |
| 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 | Procurement Team Lead and Procurement Officer |
| Client Focus – Internal | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | 0 |
| Enquire about this job | Nicky Sultana via email at [nicky.sultana@csiro.au](mailto:nicky.sultana@csiro.au) or +61 2 6276 6020 |
| 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**

The CSIRO Strategic Procurement team is seeking to engage two Administration Officers to support the team by undertaking procurement administration activities. The Administration Officers will need to be able to effectively liaise with stakeholders, undertake data analysis, problem solve and provide guidance and advice to staff in relation to procurement matters. Key interactions will be with internal CSIRO business units, external suppliers and other government agencies.

The role requires someone with a sound understanding of how to undertake procurement in accordance with the Commonwealth Procurement Rules and Procurement Connected Policies and enjoys working in a fast paced, diverse procurement environment.

### **Duties and Key Result Areas:**

* Support and guide CSIRO staff in relation to how to undertake procurement activities to ensure compliance with internal procedures and Commonwealth Procurement Rules.
* Support the team with administration activities such as; registering contracts on the Australian Government Tender System (AusTender); monitoring the team email box and responding to enquiries; assist in the development of various reports, both internal and external; and records management.
* Ability to work independently and prioritise workloads to ensure team objectives are met.
* Communicates openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Works towards and participates in identifying and implementing improvement opportunities across the Procurement function.
* Ensure risks and issues are escalated to the appropriate delegate in a timely manner
* Work collaboratively as part of a multi-disciplinary, regionally dispersed team and business unit.
* 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:** Demonstrates initiative, actively contributing as a team member. Supports team decisions and keeps other team members up to date about individual actions. Shares all relevant and useful information. Pitches in and helps other team members when necessary.
* **Influence and Communication:** Communicates basic facts in a courteous manner including posing appropriate questions to gain factual information.
* **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:** Recognises 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. Experience in undertaking procurements in accordance with the Commonwealth Procurement Rules
2. Well-developed communication skills with a demonstrated capability in establishing and maintaining productive working relationships with a variety of stakeholders including Commonwealth departments, external and internal stakeholders.
3. Use sound problem solving skills and sound judgement to ensure consistent decision making in accordance with internal guidance and procedures.
4. Commitment to continuous personal development and integrity, including demonstrated public service professionalism, and adopt a balanced approach to work.

## Desirable:

1. Relevant experience in the use of Excel and SAP.

Special 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/).