Position Details

Space Communication – Logistics (SCL) 2.1 – 3.4

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| The following information is for applicants | |
| Advertised Job Title | Logistics Officer – Canberra Deep Space Communication Complex (2 positions) |
| Job Reference | 87120 |
| Tenure | Full-time (1.0 FTE with 9-day fortnight) or Part-time (0.9 FTE with 9-day fortnight) |
| Salary Range | AU$61,525 - AU$81,850 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Canberra Deep Space Communication Complex (Tidbinbilla) ACT |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens and Permanent Residents who meet the US Export Administration Regulation requirements (eligibility to be approved prior to commencement) |
| Position reports to the | Physical Services Team Leader |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Annie Irvin via email at [Annemaree.Irvin@csiro.au](mailto:Annemaree.Irvin@csiro.au) or phone 02 6201 7857 |
| 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 Logistics Officer position is part of the Physical Services Team and works under limited direction and supervision, providing varying levels of servicedetermined in consultation with the Physical Services Team Leader, across the areas of inventory, requisitions, warehousing and shipping. CSIRO is currently offering two Logistics Officer positions.

## The Physical Services Team receives, distributes, and stores material, tools, equipment and products within CDSCC, coordinates export/import of shipments to meet customer and contractor requirements, and maintains the property register.

## The Canberra Deep Space Communication Complex (CDSCC) supports ground-based spacecraft telecommunications as part of the National Aeronautic Space Administration (NASA) Deep Space Network (DSN), under contractual arrangements between the NASA and Commonwealth Scientific Industrial Research Organisation (CSIRO).

### Duties and Key Result Areas

* Maintain inventory records, ensuring no stock item discrepancies, goods are correctly identified, and adequate stock levels are maintained whilst adhering to internal warehousing procedures. This may involve having access to hazardous materials.
* Maintain transactions relating to DSN repairable and consumable stock items to ensure full accountability for auditing purposes.
* Provide over the counter service, issuing inventory equipment on request, and maintain inventory control procedure.
* Process requisitions for repairable and consumable materials through the DSN Logistics Facility (DLF).
* Under limited supervision, undertake a range of administrative tasks in accordance with established procedures.
* Proactively follow up on requests for further information.
* Make independent decisions on stock/requisition quantities.
* Provide customer feedback on requisition information.
* Rectify any discrepancies and liaise professionally with members of the DLF.
* Undertake receipting of requisitioned items into inventory system.
* Carry-out warehousing duties including stocktake, processing of domestic requisitions, stock rotation and housekeeping.
* Undertake processing and receipting of local purchases.
* Move stores materials throughout the Complex and ensure relevant safety procedures and precautions are observed at all times.
* Coordinate national and international freight movement.
* 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-skilled team to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy, 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. Minimum Cert 3 in Logistics and Warehousing, or equivalent work experience.
2. Demonstrated work experience in a stores and logistics role with the primary focus being on the provision of quality customer service.
3. A proactive, customer-focussed approach, with high levels of initiative and excellent communication skills.
4. Proficiency in inventory software, databases, systems and demonstrated experience with asset management.
5. Appropriate manual handling skills, including a willingness and ability to lift heavy loads (after relevant training).
6. Proven ability to actively contribute in a team environment, sharing relevant and useful information.
7. Proven ability to recognise and seek to resolve problems as they arise and escalate issues as required.
8. Demonstrated strong organisational skills and the ability to manage a number of competing priorities.

## **Desirable:**

1. Export/Import freight experience.
2. Dangerous Goods Initial Acceptance (AIR).
3. Manual handling training certificate.

## **Required Competencies**

* **Teamwork and Collaboration:** Proactively seeks and considers the ideas and opinions of others from within and outside the team to help form decisions, plans or actions.
* **Influence and Communication:** Puts forward ideas by presenting factual information supported by data, definitions, examples, illustrations or other aids, which will assist in conveying meaning.
* **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.

Special Requirements

* The successful candidate will be asked to obtain and provide evidence of a National Police Clearance or equivalent. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* The successful candidate will be required to obtain an Export Administration Regulations (EAR) clearance/approval.
* To be appointed to this role, applicants must hold a current Class ‘C’ Australian driver’s licence (or equivalent) and a current forklift licence.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. For more information, visit:

[CSIRO Online](http://www.csiro.au/)

[CSIRO Astronomy and Space Science](https://www.csiro.au/en/Research/Astronomy) and

[CDSCC](http://www.cdscc.nasa.gov/)

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