# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Purchasing and Procurement Officer – SKA-Low Telescope |
| Job Reference | 88503 |
| Tenure | Indefinite  Full-time, Part-time, or Job-share |
| Salary Range | AU$ $87,068 to AU$98,504 pa + up to 15.4% superannuation |
| Location(s) | Geraldton, Western Australia |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | SKA-Low Finance and Procurement Senior Accountant |
| Number of Direct Reports | 0 |
| Enquire about this job | michelle.potter@skao.int |
| 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).

**The CSIRO Experience**

As an employee of CSIRO, you will be eligible for the many benefits of working at Australia’s National Science Agency. You can read more here:

1. [Life at CSIRO](https://www.csiro.au/en/careers/life-at-csiro)
2. [Personal Development & Learning](https://www.csiro.au/en/careers/life-at-csiro/Career-development)
3. [Generous Leave & Conditions](https://www.csiro.au/en/careers/life-at-csiro/Generous-leave-conditions)
4. [Work / Life Balance](https://www.csiro.au/en/careers/life-at-csiro/Balance)

**Background**

The SKA Observatory (SKAO) is coordinating a global effort to build the largest science facility on the planet. This next-generation radio-astronomy observatory will transform our understanding of the Universe and deliver benefits to society through global collaboration and innovation.

SKAO is one observatory with two telescopes: SKA-Low in Western Australia and SKA-Mid in South Africa, with the global headquarters at Jodrell Bank, UK. The SKAO is an intergovernmental organisation composed of member states from four continents, with organisations from 16 countries in total currently participating in the project.

The SKAO’s science goals are broad and ambitious. Its telescopes will investigate the history of the Universe as far back as the Cosmic Dawn, when the very first stars and galaxies formed, to seek answers to some of the biggest questions in astronomy.

In Australia, SKAO is collaborating with CSIRO to operate the SKA-Low Telescope, which will be built at CSIRO’s Murchison Radio-astronomy Observatory (MRO), on Wajarri country. SKA-Low teams will operate out of our Engineering Operations Centre in Geraldton, on Yamaji country, and Science Operations Centre in Perth, on Noongar country.

Further Reading: [SKA Phase 1 Key Documents](https://www.skatelescope.org/key-documents/).

SKAO and CSIRO values and respects difference, and we are committed to providing a safe and inclusive workplace culture by creating an environment where you can balance a successful career with your commitments and interests outside of work. We believe that you will do your best at work if you maintain a healthy work/life balance. We are open to discussing flexible working opportunities with this role being offered on a full‐time, part‐time or job share basis. Please indicate your preference in your application.

### Role Overview

### The SKA Observatory is seeking a Purchasing and Procurement Officer with strong procurement and contract management, stakeholder management, negotiation and organisational skills. The ideal candidate will have a demonstrable track record of delivering against a challenging timeline whilst being a champion of commercial excellence.

### The Purchasing and Procurement Officer will support delivery of challenging objectives and demonstrate to stakeholders that value for money is being achieved whilst procurement policies are being respected. The Purchasing and Procurement Officer will provide a full-cycle procurement service to stakeholders in both Australia and the UK and will draw on their commercial expertise to assist with the development of attractive and professional tender documentation and manage requests for quote and invitations to tender.

### The Purchasing and Procurement Officer will provide logistics and administrative support locally. This important element of the role requires resourcefulness and an ability to effectively and efficiently resolve operational procurement or logistics issues.

### The Purchasing and Procurement Officer will be required to provide procurement expertise and assist stakeholders to plan, develop, and manage procurement arrangements to effectively meet organisational and business objectives.

### Duties and Key Result Areas

Procurement and Tender related Activities

* + - Work with internal stakeholders to develop attractive procurement strategies and plans.
    - Assist members of the SKA-Low team to adopt best practice in procurement and tender related activities including efficient use of the Enterprise Resource Management system.
    - Provide logistics and supply-chain support for staff in Australia.
    - Undertake procurements and tender related activities in a manner which is compliant with the SKAO Procurement Policy.
    - Identify and secure new suppliers to improve competition and quality of supply.
    - Assist in negotiations with suppliers and manage issues to successful agreement.
    - Provide support in developing sourcing strategies which support SKAO objectives.
    - Provide advice to staff in relation to procurement activities to ensure compliance with internal procedures.
    - Explaining procurement processes and requirements to those responsible whilst adopting best practice, given the complexity of procurement and the time-pressured working environment.

Contract development/management/reporting

* + - Develop contracts as an outcome of procurement activities.
    - Support SKAO Senior Contract Specialist in the development and review of contract documentation and commercial agreements to support the tendering and subsequent evaluation process as per agreed procurement policies.
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    - Support the Senior Contracts Specialist develop complex contracts and agreements to between the SKAO and its supplier organisations, most often using standard NEC templates with specific Z clauses as needed.
    - Assist SKAO Senior Contracts Specialist and business stakeholders to set and monitor supplier compliance with contract terms and conditions, deliverables, and reporting requirements.

Relationship Management

* + - Work with various stakeholders and suppliers in undertaking procurement activities and contract management.
    - Effectively manage and partner with suppliers to build strong and productive working relationships to achieve mutually beneficial outcomes.
    - Assist in the resolution of contract issues and disputes in a timely manner to minimise any impacts on business.
    - Work collaboratively as part of a multi-disciplinary team and support all team objectives.
    - Prepare and deliver procurement and contract management training to key stakeholders as required.
    - Support the Senior Contract Specialist to develop and enhance the SKAO procurement function in Australia.
    - Communicate openly, effectively, and respectfully with all staff and suppliers in the interests of good business practice, collaboration, and enhancement of CSIRO’s reputation.
    - Adhere to the spirit and practice of SKAO and CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
    - Other duties as required

## **Selection Criteria**

#### Essential

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

1. Relevant qualifications in procurement and/or demonstrated experience in a similar role.
2. Exceptional organisational skills, able to prioritise demands, organise tasks and meet deadlines, and escalate issues when required.
3. Demonstrated capability to think strategically and understand SKAO’s position in managing procurement, contract negotiation, contract, and tender management.
4. Demonstrated ability to manage own workloads to achieve results in a professional and timely manner whilst maintaining productive working relationships with internal and external stakeholders.
5. Highly developed influencing and communication skills.
6. Demonstrated ability and willingness to generate improved solutions to complex problems and resolve issues using creativity, reasoning, problem solving techniques and experience.

## **Desirable**

1. Demonstrated ability to undertake and deliver engineering, construction and facilities management procurements throughout the entire procurement lifecycle.
2. Familiarity with the procurement landscape of major science research infrastructure projects and organisations
3. NEC contract experience and / or NEC accreditation
4. MCIPS or willing to work towards obtaining MCIPS
5. Experience of using an ERP System such as Unit4, SAP etc.

## **Flexible Working**

We value and respect difference and we are committed to building an inclusive culture. We believe that you do your best at work when you have a work/life balance and create an environment where you can balance a successful career with your commitments and interests outside of work. Supporting flexibility is important to us, please indicate your preferences in your application to be considered.

**Diversity and inclusion**

We believe that innovation thrives on the diversity of thought, ideas, and lived experiences being brought to the table by all to solve Australia’s greatest challenges. We are an Equal Opportunity employer working hard to recruit world-class talent that represents the diversity across our society, empowering staff to bring their whole selves to work and supporting everyone to enable their ideas to flourish. We recognise that a candidate's capability to perform a role can be demonstrated in a variety of ways and encourage candidates to address the role criteria with this in mind.

## **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 team 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.

**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 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 undertake a pre-employment medical examination prior to commencement.