# Position Details

## Administrative Services- CSOF2

|  |
| --- |
| The following information is for applicants |
| Advertised Job Title | Logistics Officer, Physical Services Team, CDSCC |
| Job Reference | 92765 |
| Tenure | Indefinite, Full-time |
| Salary Range | AU$50,763 to AU$73,208 pa + up to 15.4% superannuation |
| Location(s) | Canberra Deep Space Communications Complex |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian Citizens Only
 |
| 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, Airvin@cdscc.nasa.gov, +61 2 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 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).

**Child Safety**

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](https://www.csiro.au/en/about/policies/child-safe-policy).

### Role Overview

## 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). For more information on CDSCC, please visit: <http://www.cdscc.nasa.gov>.

## The **Logistics Team** as part of Support Services 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 Logistics Officer works under supervision providing varying levels of service, determined in consultation with the Logistics Team Leader, across the areas of inventory, requisitions, warehousing and shipping.

Reporting to the Logistics team leader this person provides logistics services and activities to teams and individuals across the CDSCC site. The role works closely with various stakeholders across the DSN to provide quality and responsive customer service.

### Duties and Key Result Areas:

* Perform and support stocktake and auditing functions.
* Maintain accurate and up to date Logistics inventory and databases.
* Undertake international and domestic freight requirements and processors.
* Operate and support Logistics systems and technology including adopting upgrades and new processes.
* Work with stakeholders, including JPL, NASA & CSIRO ensuring logistics systems meet operational requirements.
* Work with Support Services Team to achieve operational objectives.
* General maintenance of warehouse storage facilities and movement of inventory assets and products around site.

## **Selection Criteria**

#### Essential

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

1. Demonstrated experience in stores and logistics with the focus of quality customer service, excellent communication skills and the ability to multitask.
2. Demonstrated experience and the ability to undertake stores/logistics related support activities.
3. Proficiency in inventory software, databases, systems and demonstrated experience with asset management.
4. Proven ability to demonstrate initiative, actively contribute as a team member and share relevant and useful information.
5. An ability to recognise and resolve problems and escalate issues as required.
6. Demonstrated strong organisational skills and the ability to prioritise demands, accepting personal responsibility for doing the job well.
7. Ability to obtain Cert 3 in Logistics and Warehousing.
8. Current drivers’ licence.
9. Demonstrate experience in manual handling practices.
10. Current forklift licence or the ability to obtain one.

## **Desirable:**

1. Export/Import freight experience.
2. Dangerous Goods Initial Acceptance (AIR).

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.

* Evidence of a recent 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.
* As this site works directly with NASA and JPL, the successful applicant will be required to obtain an Export Administration Regulations (EAR) clearance/approval.

## **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:** Selects appropriate solutions to clearly defined problems using readily available information. Alternatives are limited and prescribed or apparent.
* **Independence:** Accepts personal responsibility for doing the job well. Looks for opportunities to improve the way things are done and makes recommendations accordingly.
* **Adaptability:**Accepts the need for change to work routines or technology.

## **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