

Position Details

Administrative Services – CSOF2

THE FOLLOWING INFORMATION IS FOR APPLICANTS

Advertised Job Title	Purchasing Assistant - SKA-Low Telescope
Job Reference	94216
Tenure	Indefinite Full-Time, Part-Time or Job-Share
Salary Range	AU\$51,031 to AU\$65,779 per annum, plus up to 15.4% superannuation
Location(s)	Geraldton, Western Australia
Relocation Assistance	No Relocation Assistance is available for this position.
Applications are open to	Australian/New Zealand Citizens and Australian Permanent Residents
Client Focus – Internal	0%
Client Focus – External	100%
Position reports to the	This role will report to the SKA-Low Senior Finance and Procurement Accountant.
Number of Direct Reports	0
Enquire about this job	To enquire about this role, please reach out to the SKA-Low Senior Finance and Procurement Accountant, Liam Ovans, on liam.ovans@skao.int for more information.
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](#).

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](#)
2. [Personal Development & Learning](#)
3. [Generous Leave & Conditions](#)
4. [Work / Life Balance](#)

Background

The SKA Observatory (SKAO) is a next-generation radio astronomy facility that will revolutionise our understanding of the Universe and the laws of fundamental physics. Enabled by cutting-edge technology, it promises to have a major impact on society, in science and beyond. As an intergovernmental organisation, the SKAO brings together nations from sixteen countries around the world.

The Observatory has an international footprint and consists of the SKAO Global Headquarters in the UK, the SKAO's two telescopes at radio-quiet sites in South Africa and Australia, and associated facilities to support the operations of the telescopes.

Constructing and operating these telescopes will position the SKAO as the leading research infrastructure for radio astronomy globally, providing science capabilities to the international astronomical community for decades to come.

Australia will host the SKAO's low frequency telescope (SKA-Low) in remote Western Australia on Wajarri Yamaji Country.

The Traditional Owners and native title holders, the Wajarri Yamaji, have gifted CSIRO with the traditional name Inyarrimanha Ilgari Bundara for the CSIRO Murchison Radio-astronomy Observatory, home to the SKA-Low telescope. The traditional name means 'sharing sky and stars' in the Wajarri language.

In Australia, SKAO is collaborating with CSIRO to operate and support the construction of the SKA-Low Telescope. SKA-Low teams will operate out of:

- Inyarrimanha Ilgari Bundara, the CSIRO Murchison Radio-astronomy Observatory on Wajarri Yamaji Country.
- Our Engineering Operations Centre on Nhanhangardi, Naaguja, Wilyny and Amangu Country in Geraldton.
- Our Science Operations Centre on Whadjuk Noongar Country in Perth.

Further Reading: [Explore SKAO](#)

Role Overview

The SKA-Low Purchasing Assistant will support the SKA with purchasing for construction and operations of SKA-Low, the world's largest low-frequency telescope. They will be a proactive individual with good organisational abilities who is looking for an opportunity to build their skills and expertise in the purchasing field and develop a career in procurement.

This role, based at the Engineering Operations Centre in Geraldton, is ideally suited to recent graduates, school leavers or those seeking a new career path, who can demonstrate excellent organisational and customer service skills, work well in a team and have good attention to detail. It is expected that applicants for this role will be seeking to commence a career in the field of procurement, and the successful applicant will be supported with study assistance towards professional Chartered Institute of Procurement & Supply (CIPS) qualifications.

This role may require domestic travel to Inyarrimanha Ilgari Bundara, the CSIRO Murchison Radio-astronomy Observatory on Wajarri Yamaji Country and occasionally to Perth to our Science Operations Centre on Whadjuk Noongar Country.

CSIRO and the SKA Observatory value and respect difference, and we are committed to building an inclusive 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 have a 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 raise your preference in your application.

Duties and Key Result Areas

- Creating requisitions and purchase orders in Unit 4, SKAO's enterprise and resource planning system (ERP)
- Creation and maintenance of suppliers on the ERP
- Training and assisting requestors to raise requisitions
- Work according to the Procurement Manual to source goods, services and works, including assisting the Procurement Specialist with Requests for Quotation and Invitations to Tender
- Supporting the broader SKAO Procurement team and providing assistance with tenders, including activities such as supplier analysis, gathering documentation and scheduling meetings
- Assisting with supplier relationship management
- Provide excellent customer service to internal stakeholders, while operating within the Procurement Manual
- Provide general support to the Procurement Specialist and the broader Engineering Operations Centre in Geraldton and the Science Operations Centre in Perth
- Build relationships and collaborate with international SKAO Procurement team members in the UK and South Africa

Selection Criteria

CSIRO is an Equal Opportunity employer working hard to recruit world-class talent that represents the diversity across our society. As part of our commitment to equitable employment outcomes for under-represented groups, preference will be given to Aboriginal and Torres Strait Islander people, and/or women and/or people with a disability who meet the role criteria.

Essential

Under CSIRO policy only those who are able to demonstrate how they can meet the essential criteria may be appointed.

- Ability to deliver excellent customer service outcomes for internal or external customers, and the ability to communicate effectively, both in writing and verbally.
- Team player with the ability to also work independently when required.
- Good time management and organisational skills, attention to detail and the ability to determine work priorities.
- Strong ethics with the ability to manage confidential data.
- Willingness to undertake further study for professional qualifications in CIPS.
- Positive, can-do attitude and approach to all tasks.

Desirable

- Demonstrated ability to study and work through course work independently, such as TAFE certificates and diplomas
- Experience working within an ERP system may be considered favourably, but is not essential
- Experience working in an office administration environment
- Familiarity with MS Office applications such as Outlook, Excel and Word.

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.

Special Requirements

- The successful candidate will be required to gain a National Police Clearance or equivalent. This will be conducted by CSIRO, Talent Services, through our provider HireRight. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

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](#).

CSIRO and SKAO Values

Visit [CSIRO Online](#) and [Space and Astronomy](#) and [SKAO online](#) and [SKAO Location](#) for more information. In your application and at interview you will need to demonstrate behaviours aligned to our values of:

CSIRO	SKA Observatory
<ul style="list-style-type: none"> • People First • Further Together • Making it Real • Trusted 	<ul style="list-style-type: none"> • Diversity and Inclusion • Excellence • Collaboration • Creativity and Innovation • Sustainability and Safety