# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Minor Works Coordinator |
| Job Reference | 92020 |
| Tenure | Specified Term until June 30th 2025  Full-time |
| Salary Range | AU$105,806 - $114,500 pa + up to 15.4% superannuation |
| Location(s) | ACDP site in Geelong |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Technical Support Manager |
| Client Focus – Internal | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact John Near via email at [john.near@csiro.au](mailto:john.near@csiro.au) or phone +61 3 5227 5573 |
| 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

CSIRO has a complex property portfolio of owned and leased facilities that comprises over 1,000 buildings spread across more than 55 locations within Australia. These scientific and research facilities are diverse both in location and type. CSIRO Business & Infrastructure Services (CBIS) is chartered with managing the services, maintenance and operation of all CSIRO’s scientific and research facilities. CBIS delivers strategic, estate management and capital works functions through its regional and state property management teams supported by its capital works team. CBIS’s strategy and operational activities align with CSIRO’s strategic direction and scientific activities.

As a Minor Works Coordinator, you will manage and deliver equipment and infrastructure projects from end to end at the Australian Centre for Disease Prevention in Geelong. Typical projects range in value from $20,000 to $400,000 and have strong engineering focus. Future projects may be of greater value. In delivering these projects, you will be responsible to the ACDP Technical Support Manager and will operate within the project governance structure. You will be directly accountable for ensuring the project adheres to schedule, cost and quality requirements and reporting of project status.

The role requires the participation in various project activities, including working closely across key stakeholder and contractor groups, in a rapidly changing environment to deliver leading edge project outcomes.

This is a security assessed position. Appointment into the position is subject to the successful applicant holding or having the ability to hold an Australian Government security clearance at the Negative Vetting 1 level.

### Duties and Key Result Areas:

* Scope, cost, co-ordinate and manage end-to-end project delivery ensuring the project delivers on time, on budget, with compliant and fit-for-purpose equipment.
* Oversee and report on project performance to ensure transparency on status, budget, risks and control points.
* Provide technical input into and manage the various project elements which may include:
  + Documentation of project objectives and deliverables
  + Scope of work development,
  + Equipment or Service provision specification,
  + Application and development of Engineering Standards.
  + Project costing,
  + Preparation of RFQ and/or Project Tender Documents,
  + Assessment of RFQ & Tender Documents.
  + Purchasing of Equipment and/or Services
  + Carry out or arrange detailed design work
  + Arranging Hazard & Operability studies,
  + Development of Inspection and test plans,
  + Installation supervision, including co-ordination and planning,
  + Commissioning,
  + Acceptance testing,
  + Preparation and/or assembly of documentation and training materials,
  + Project and documentation handover to Maintenance/Operational teams and associated support maintenance systems.
* Establish and maintain collaborative and proactive working relationships with the key stakeholders,
* Manage external service providers to ensure services or equipment supplied meets or exceeds the specification, performance outcomes, statutory compliance and documentation provision.
* Provide leadership, motivation and guidance to team members, with demonstrated commitment to ethics and integrity in alignment with the CSIRO Values.
* Identify and manage significant risks and issues, often in ambiguous situations, by evaluating complex information and developing or facilitating creative solutions and contingencies
* 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-disciplinary team and business unit to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## **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 teams 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.

## **Selection Criteria**

#### Essential

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

1. Minimum four years of experience working in a dedicated project engineering role or related field.
2. Demonstrated knowledge of project management principles.
3. Strong written, verbal and electronic communications skills.
4. Demonstrated ability to lead, coordinate and manage a multi-disciplinary team comprised of contractors, consultants, stakeholders and subject matter experts, to achieve project outcomes

## **Desirable:**

1. Bachelor’s degree in engineering or a trade qualification or Project management qualifications.
2. Experience delivering capital works involving laboratories, biocontainment facilities and/or in a process plant environment;
3. AIPM or PMI accreditation and Prince 2 or equivalent project management experience.
4. An understanding of Government processes in particular planning systems and controls, project planning and delivery.
5. Proven ability to think and act strategically, identify and manage risks, and identify and evaluate opportunities that optimise project outcomes in line with CSIRO’s strategic direction.

Applicants must:

1. Possess a current driver’s licence.

2. Be willing and able to adhere to CSIRO ACDP microbiological security requirements and HSE policies.

Special Requirements

Appointment to this role may be subject to conditions including security/medical/character clearance requirements.

* The successful candidate will be required to obtain and maintain a security clearance at the Negative Vetting 1 level. In order to apply for this clearance, applicants must be Australian Citizens.
* The successful applicant will be required to abide by ACDP (formerly AAHL) - Security Assessment and Microbiological Security Requirements for Personnel Working on the Australian Centre for Disease Preparedness Site.
* The successful candidate may be required to obtain a National Health Security (NHS) Clearance.

**Security Assessment and Microbiological Security Requirements for Personnel Working on the Australian Centre for Disease Preparedness (ACDP) Site**

1. Certain positions including those working in the ACDP microbiological secure area will require security clearance at a level appropriate to duties of the position. Confirmation of the appointment is subject to obtaining that clearance.
2. It is essential that all work on exotic or emerging diseases carried out at ACDP is conducted in a safe manner to prevent the escape of the disease agents used, and to this end, all activities and personnel will be subject to appropriate microbiological security measures. Consequently, while working at ACDP, you may not reside on a property on which are kept any of the following animals: sheep, cattle, pigs, goats, horses, asses, mules and camelids, any other cloven-hoofed animal, fowls, turkeys, geese, domestic ducks, caged birds, emus or ostriches. Personnel working with diseases of aquatic animals may not keep aquarium fish at their place of residence and at times specific species may be excluded depending on the nature of the work conducted.
3. In addition, for a period of seven days after working in the microbiologically secure area of ACDP, personnel may not have close contact with any of the above animals, amphibians or birds or the actual places where these animals are held, or visit any aquatic animal farm or aquatic animal hatchery.
4. Working in the barrier maintained Small Animal Facility or the Werribee Animal Health Farm requires avoidance of additional animals such as mice, rats, guinea pigs, rabbits, ferrets and poultry of a minimum of 3 days prior to arrival.
5. Certain positions will require medical assessment and vaccinations against various agents which may include (where applicable) influenza, Hepatitis b, Rabies, Japanese encephalitis, Q Fever and SARS-CoV-2 or other agents if working with certain viruses. The successful candidate will be required to provide satisfactory evidence of vaccination against certain viruses / diseases prior to commencement and/or may be expected to be vaccinated against other viruses/diseases during the course of their employment.
6. Positions working at PC4 will also require a pre-employment psychological assessment.
7. Given ACDP’s role in the International Regional Program, there may be a requirement for some personnel to travel internationally and if required for this work, suitable staff should be able to obtain a valid passport and obtain applicable vaccinations.
8. In the event of an emergency disease response, ACDP may be required to implement the Emergency Animal Disease Response Plan and personnel may be directed to work in areas other than their usual assignment in order to meet the needs of the response. This direction may include work outside usual working hours, and may require working onsite.
9. Personnel must abide by Occupational Health, Safety and Environment regulations. Safety signs and directives issued by CSIRO personnel must be complied with at all times.
10. Access restrictions apply to the Werribee Animal Health Facility (WAHF) site that is associated with, but remote from, the ACDP site.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!

Find out more about the CSIRO [Australian Centre for Disease Protection](https://www.csiro.au/en/Research/Facilities/AAHL)