# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | CBIS Project Officer – Capital Works |
| Job Reference | 94803 |
| Tenure | Specified Term of 2 years  Full-time |
| Salary Range | AU$93,267 - AU$105,517 per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) | Canberra, ACT |
| 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 | CBIS Capital Works Project Coordinator (ACT) |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Margaret Clayton via email at [margaret.clayton@csiro.au](mailto:margaret.clayton@csiro.au) or via phone at +02 6276 6140 |
| 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).

**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

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CSIRO has a complex property portfolio of owned and leased facilities that comprises over 1,000 buildings spread across 59 locations within Australia and in three countries overseas. This scientific research, (including National Research Infrastructure) and office/administration facilities are diverse in ownership, type of property, age and condition. The property portfolio is managed by CSIRO’s Business and Infrastructure Services unit (CBIS) which has offices in each state.

CBIS delivers strategic, estate management and capital works functions through its regional and state property management teams supported by its capital works team. CBIS’ strategy and operational activities align with CSIRO’s strategic direction and scientific activities.

The Capital Works Project Officer will support the planning and delivery of capital works and support projects nationally to ensure that the delivery of projects is consistent and transparent especially in the areas of reporting, budget, and timing. Capital works projects can include construction, refurbishment, major equipment end of life replacement and environmental sustainability and range up to $260 million in value. These projects are undertaken in a complex environment, with a focus on whole of life costs.

The role requires the participation in various project activities, including working closely with Project Managers, Executive Managers and various Finance groups to deliver leading edge project outcomes.

### Duties and Key Result Areas

* Support the CBIS Project Managers to plan and deliver capital works and support projects nationally, on time, on budget, and fit for purpose.
* Review financial reports at a detailed level to ensure project budgets are realistic and on track for delivery and to ensure that expenditure is assigned correctly.
* Assist CBIS Project Managers with invoice and purchase order management including contract variations and reporting to Strategic Procurement.
* Work with CBIS Project Managers on the administrative aspects of projects including document management and reporting within a predetermined project structure and finally transferring documentation to the CSIRO Contents Manager Records system.
* Assist in the preparation of reports and papers for consideration by project governance committees and the CSIRO Executive.
* Develop productive relationships with internal and external stakeholders to enhance project outcomes utilising strong relationship, collaboration and influencing skills and experience
* Participate as a member of CBIS in the development and implementation of best-practice methodologies, procedures and tools to deliver projects and CSIRO strategic objectives.
* 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, regionally dispersed 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 and diversity initiatives.
* Other duties as directed.

## **Selection Criteria**

#### Essential

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

1. Demonstrated ability to work independently in a complex environment with multiple stakeholders and work to achieve outcomes within agreed timeframes
2. Experience in financial and budget management, particularly in the planning and successful delivery of project objectives.
3. Demonstrated understanding of project management methodologies, contract management, health and safety legislation, and Commonwealth Procurement Rules.
4. Demonstrated experience in the effective use of project management tools, systems and strategies
5. Proven ability to think strategically and use sound judgement to make appropriate recommendations
6. Well-developed written and verbal communications and stakeholder management skills to build and maintain strong working relationships, and the capability to support change across user groups and the organisation
7. A history of professional and respectful behaviours and attitudes in a collaborative environment.

**Desirable**

* Demonstrated experience in the financial module of SAP and Microsoft Dynamics project management tools.

## **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:** Allocates activities, directs tasks and manages resources to meet objectives. Provides coaching and on the job training, recognises and supports staff achievements and fosters open communication in the team.
* **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:** Recognises and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **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 is subject to provision of a pre-employment background check and may be subject to other security/medical/character clearance requirements.

* The successful candidate will undertake a pre-employment background check. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* The successful candidate may be required to undertake domestic travel periodically.

## **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