

## Position Details

### Administrative Services – CSOF4

#### THE FOLLOWING INFORMATION IS FOR APPLICANTS

Advertised Job Title	Procurement and Contracts Officer - SKA-Low Telescope
Job Reference	96671
Tenure	Indefinite - Full-time, Part-time or Job-share
Salary Range	CSOF4 - AU\$93,267 to AU\$105,517 per annum, plus up to 15.4% superannuation
Location(s)	Perth or 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
Client Focus – Internal	0%
Client Focus – External	100%
Position reports to the	This position will report to the SKA-Low Procurement Specialist
Number of Direct Reports	0
Enquire about this job	To enquire about this job please reach out to the SKA-Low Procurement Specialist, Nicole Robins, on <a href="mailto:nicole.robins@skao.int">nicole.robins@skao.int</a> for more information.
How to apply	Apply online at <a href="https://jobs.csiro.au/">https://jobs.csiro.au/</a> Internal applicants please apply via <b>Jobs Central</b> If you experience difficulties when applying, please email <a href="mailto:careers.online@csiro.au">careers.online@csiro.au</a> 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 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, Wilynyu and Amangu Country in Geraldton.
- Our Science Operations Centre on Whadjuk Noongar Country in Perth.

Further Reading: [Explore SKAO](#)

## Role Overview

The SKA Observatory is seeking a proactive Procurement and Contracts Officer with strong procurement, contract management and stakeholder management abilities and experience across multiple spend categories who is looking for an opportunity to build their skills and expertise in the procurement field and grow professionally.

Under the guidance of the SKA-Low Procurement Specialist, as Procurement and Contract Officer you will be responsible for:

- Undertake procurements and tender related activities in a manner which is compliant with the SKAO Procurement Policy. This includes developing all procurement and tender documentation;
- Effectively manage and partner with suppliers to build strong and productive working relationships to achieve mutually beneficial outcomes;
- Assist in negotiations with suppliers and manage issues to successful agreement;
- Ensuring procurement activities are completed with strict adherence to the Procurement Policy and Procurement Manual;
- Assist SKAO Staff to set and monitor supplier compliance with contract terms and conditions, deliverables, and reporting requirements;
- Support the business in the development and review of contracts.

This role is ideally suited to those seeking to further their career in procurement or build on previous experience in this area. Those who can demonstrate excellent organisational and stakeholder management skills, who are self-motivated and able to work well in a team and displays excellent attention to detail. The successful applicant will be supported with study assistance towards professional Chartered Institute of Procurement & Supply qualifications (or equivalent).

This role will require a willingness and ability to travel interstate and internationally as required, noting we work hard to accommodate personal arrangements.

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**

- 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.
- Effectively manage and partner with suppliers to build strong and productive working relationships to achieve mutually beneficial outcomes.
- Provide support in developing procurement plans and sourcing strategies which support SKAO objectives.
- Provide excellent customer service and advice to internal stakeholders, whilst 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.
- Adhere to the spirit and practice of SKAO's and CSIRO's Code of Conduct, Health, Safety and Environment procedures and policy, and Diversity initiatives.

### **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 who meet the role criteria. CSIRO conscious inclusion practices are intended to constitute a special/equal opportunity/affirmative measure under section 8(1) of the Racial Discrimination Act 1975 (cth).

### **Essential**

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

- Formally recognised qualification in business, procurement or contracting, or significant equivalent working experience in a similar role.
- Demonstrated experience in a similar role including demonstrated ability in undertaking procurement activities, contract or supplier management.

- Demonstrated interpersonal skills, which facilitate interaction, cooperation and trust with relevant groups and individuals to achieve desired outcomes and to establish and maintain strong and productive working relationships.
- Possess a high level of written and verbal communication skills that result in effective and appropriate communication with a broad range of people internal and external, including the proven ability to communicate recommendations clearly and succinctly and the ability to prepare procurement-related documents.
- Demonstrated high level organisational skills, with proven ability to work under pressure, use initiative, and with a particular focus on meeting competing deadlines.
- High standard and understanding of ethics, probity, accountability and management of confidential data.

### Desirable

- Ability to improve and enhance processes and practices, and to add value to the team, and organisation while working independently or as a team direction to meet strict deadlines.
- Experience in running end to end procurement.
- Strong analytical and reporting skills.
- Demonstrated expertise of working within an ERP and MS Office applications.
- Ability to work in a dynamic environment.

### 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

- 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:

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