# Position Details

## Research Projects- CSOF4

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| The following information is for applicants |
| Advertised Job Title | Verification Services Certification Officer |
| Job Reference | 98939 |
| Tenure | Specified term of 2 yearsFull-time |
| Salary Range | AU$96,811 – AU$109,527 per annum (pro-rata for part-time)plus 15.4% superannuation |
| Location(s) | Clayton, VIC |
| 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 | ActivFire Team Leader |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Christopher Preston via email at Christopher.preston@csiro.au |
| 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

CSIRO operates various product certification schemes supported by the facilities and expertise of its scientific, technical, engineering and laboratory services.

CSIRO’s product certification schemes are managed and administered by CSIRO Verification Services operating as a Conformity Assessment Body.

CSIRO’s ActivFire Scheme is a nationally and internationally recognised fire protection equipment (products and systems) certification scheme and an established contributor to Australia’s standardisation infrastructure and the industry sectors of construction and fire protection.

ActivFire Scheme’s product conformance is verified against broad range of Australian and International Standards, CSIRO Technical Specifications and other criteria established or prescribed by various authoritative sources including fire protection system design standards and Australian building codes/regulations.

The Verification Services Certification Officer will contribute to developing and maintaining CSIRO’s ActivFire fire protection product certification scheme.

### Duties and Key Result Areas

* Manage and develop ActivFire Scheme in accordance with its governing rules and the policies and requirements of CSIRO’s Certification Body.
* Using CSIRO’s project management systems, register and maintain database and document records, issue and process customer agreements and record the status, administration and details required for the processing of multiple simultaneous product conformance projects of varying size, duration and complexity.
* Process, verify and validate products submitted for certification against relevant, established evidence and valid criteria.
* Maintain and update web site/application content and publication of documents and data.
* Engage technically, logistically and administratively, with internal (CSIRO) and external laboratories and other conformity testing and certification agencies.
* Administer all processes and provide all required details and documentation for invoicing project fees in accordance with the project requirements and CSIRO’s policies and business systems.
* Lead, review or assist in the researching and drafting of CSIRO Technical Specifications, Guide Notes, forms, policies and procedures.
* Develop and maintain document control systems and processes, including certificates of conformity, forms and templates, policy and procedure documents.
* Represent CSIRO and advise CSIRO representatives on relevant Standards, Industry-based and regulatory advisory committees.
* Prepare a variety of written reports, communication, and correspondence related to certification confirmation, enforcement or corrective action activities.
* Establish and specify developments and extensions to existing database, web site and document processing systems through direction and instruction to resources and expertise of internal and external system designers and developers.
* 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 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.*

* Tertiary qualification in an engineering or science discipline.
* Ability to interpret, apply and communicate technical and/or regulatory documents, policies and procedures.
* Experience dealing with complex and exacting Customer or stakeholder expectations, requests and enquiries.
* Experience and ability to apply judicious, evidence-based approaches to establishing conformance with specified requirements.
* Organisational and project management skills and experience working with competing business and technical priorities and targets.
* Verbal, written and interpersonal skills with the ability to liaise, negotiate and influence a broad range of internal and external stakeholders.
* Demonstrated ability to independently prepare technical documents such as reports and specifications.
* Technical expertise with the applications and tools of the Microsoft 365 platform including Access, Word, Excel, Visio, PowerPoint, Project and Teams.
* Ability and willingness to travel as required.

## **Desirable**

* Experience with ISO 17065 and ISO 17067 requirements for accreditation of product certification systems and bodies.
* Experience in auditing or compliance inspections in the industry sectors of building or fire protection.
* Experience or knowledge of fire protection products and systems, including for fire detection, suppression and hydraulic systems.
* Experience and/or qualification with information management systems including database systems.

## **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:** Recognise 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.

Include if relevant:

* 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 on occasion may be required to travel domestically and internationally.

## **About CSIRO**

We solve the greatest challenges through innovative science and technology. Visit [CSIRO Online](http://www.csiro.au/) and [Infrastructure Technologies website](https://research.csiro.au/infratech) 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