# Administrative Services – CSOF2

Role summary for potential applicants

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| Advertised Job Title**:** | Procurement Officer (Part-time: 0.6 FTE) |
| Reference Number**:** | 49066 |
| Classification**:** | CSOF2 |
| Salary Range: | AU $45K – AU $59K plus up to 15.4% superannuation (pro-rata for part-time) |
| Location**:** | Melbourne (Clayton), VIC |
| Tenure: | Specified Term of 1 year |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | Australian Citizens Only  Australian Citizens and Permanent Residents Only   * All Candidates * *For Specified Term positions, we will accept applications from Temporary Residents with working rights for the length of the term, who do not require sponsorship.* |
| Functional Area**:** | Administrative Services |
| Reports to the: | Payment Support Centre Manager |
| Number of Direct Reports: | 0 |

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| **Role Overview:** |
| The role of Administrative Staff in CSIRO is to provide administrative and management services to support the effective provision of research and development activities. This involves the development and implementation and/or administration of policies, systems and procedures that assist the Organisation and the Business Units to achieve their objectives and meet Government and regulatory responsibilities.  The Procurement Officer will process service claims and invoice payment within the SAP system in accordance with CSIRO policy and provide basic advice on procurement policy and application, payment processing and alternatives. As a member of a team, the Procurement Officer will assist with vendor management and reporting and reconciliations tasks |

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| **Duties and Key Result Areas:** |
| * Deliver customer service and timely processing of service requests. * Meet set standards for service claim processing including: * On time, accurate processing of service claims. * Adherence to delegation levels, Enterprise policy and local procedures. * Provide professional basic advice on procurement policy and application, payment processing and alternatives. * Under controlled limits, assist with the creation of new vendors and overall vendor maintenance. * Under direction, assist with quality review and verification of data and system processing. * Team relationships and business improvement, including: * Contribute to “One-CSIRO” values and behaviours. * Positive working relationships with team. * Proactively contributes to innovations, process improvement, training, meetings and group activities. * Under direction, assist with reporting, reconciliation, administrative and filing tasks as required. * Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals. * Other duties as directed. |

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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed*  ***Pre-Requisites:***   * **Communication:** The ability to listen, interpret and convey information and ideas in a clear, accurate manner and establish effective interpersonal relationships with a wide variety of people. * **Problem Solving:** Capable of investigating clearly defined problems where the alternative solutions are limited and prescribed or apparent.   ***Essential Criteria:***   1. Demonstrated ability and experience to deliver customer service and continual improvement in service delivery. 2. Demonstrated ability and competence to process service requests, service claims and invoice payment, and input accurate information in an efficient manner into SAP and meet set standards. 3. Sound understanding of procurement principles, and purchasing & supply contract requirements. 4. The ability to show initiative and work effectively in a team, positively contributing to the team environment. 5. The ability and willingness to contribute to improved solutions in work situations, trying creative ways to deal with routine problems and opportunities.   **As Australia’s Innovation Catalyst, CSIRO has strategic actions underpinned by behaviours aligned to**:   * Excellent science * Inclusion, trust & respect * Health, safety & environment * Delivery on commitments.   **In your application and at interview you will need to demonstrate alignment with these behaviours.** |

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| **Other Information:** |
| **How to Apply**  Please apply for this position online at <https://jobs.csiro.au/> and enter requisition number 49066. Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’).  Please load your CV (Maximum 2MB). You may also be required to respond to some screening questions.  Where text responses are required, to avoid being timed out of the system we recommend that you prepare your responses off line and paste them into the appropriate spot prior to submitting your application.  If you experience difficulties applying online call 1300 984 220 for assistance. Outside Australian business hours please email: [csiro-careers@csiro.au](mailto:csiro-careers@csiro.au).  **Referees**: Please provide contact details of two previous supervisor or academic/professional referees in your resume/CV. We will ask your permission before making contact.  **Contact:** If after reading the selection documentation you require further information please contact:  Mr Peter Ablettvia email: Peter.Ablett@csiro.au or phone: 03 9545 8962  Please do not email your application directly to Mr Ablett. Applications received via this method will not be considered.  **About CSIRO**  Australia is founding its future on science and innovation. Its national science agency, the Commonwealth Scientific and Industrial Research Organisation (CSIRO) is a powerhouse of ideas, technologies and skills for building prosperity, growth, health and sustainability. It serves governments, industries, business and communities across the nation.  Find out more! [www.csiro.au](http://www.csiro.au).  We work flexibly at CSIRO, offering a range of options for how, when and where you work. Talk to us about how this role could be flexible for you.  Find out more! [CSIRO Balance](https://www.csiro.au/en/Careers/A-great-place-to-work/Work-life-balance)  **CSIRO’s Payment Support Centre** is part of the CSIRO Finance Service Centre. CSIRO Finance Service Centre is the enterprise-wide team that provides financial and procurement services to support the organisation. The centre operates under a matrix management environment. |