# Administrative Services – CSOF4

Role summary for potential applicants

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| Advertised Job Title**:** | Administrative Services Officer |
| Reference Number**:** | 58143 |
| Classification**:** | CSOF4 |
| Salary Range: | AU $80k to AU $91k plus up to 15.4% superannuation |
| Location**:** | Black Mountain, Canberra, ACT |
| Tenure: | Indefinite OR  Specified Term |
| 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 |
| % Client Focus - Internal: | 80% |
| % Client Focus - External: | 20% |
| Reports to the: | Manager, Portfolio Management |
| Number of Direct Reports: | 0 |

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| **Role Overview:** |
| This position, under the direction of the CBIS Manager, Portfolio Management will ensure accurate and timely coordination and oversight of administrative support on behalf of CBIS, you will be the main point of contact for property administration functions and issues relating to the CBIS operations, both from within CSIRO and from external collaborators.  The Administrative Officer position fulfils one of the main liaison roles within the Portfolio Management Team at the Enterprise level and supports the wider CBIS structure across all states and territories. The position will provide management, support and advice to CSIRO and CBIS through the following areas of responsibility, which includes estate and asset management tasks, oversight of the third party property services contract, contract and procurement management and coordination, support of systems used by CBIS and financial support regarding operational expenditure. |

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| **Duties and Key Result Areas:** |
| Duties include and not limited to the following:   * Provide support to the CBIS Property Leasing Manager in relation to Estate and Asset Management tasks, this includes leasing transactions, preparing and reviewing Memo’s, providing advice to CBIS Regional teams, drafting agreements, keeping operational documents and templates up to date, monitoring rental income and expenditure. * Oversight of functions provided to CBIS for the third party contract for Property Services. The services delivered by this contract include 24/7 Service Desk, system for logging work orders (WO) and tracking status, contractor invoice payments (request for funds (RFF), accruals, etc.), utility cost splitting, routine maintenance plans, escalation charts and collection of contractor insurances. * Assist and support contract management for National Contracts, assist with maintaining the pipeline for contracts with a view to renewals and new contracts going to the market. Support procurement activities as required, such as the preparation of documentation and undertaking a role within committees as needed. Assist with the preparation of Deeds of Amendment and track the number of variations. * Support with the management of systems used by CBIS and input into assessing the requirements/priorities of existing and new systems. CBIS currently uses a mixture of systems for finance reporting, facility management and storage of information. CBIS is looking at the requirements into the future and what needs there are to improve its operations, this role will support this direction. * Support Financial Management, including the preparation and tracking of Opex budgets. Assist the CBIS Regional staff to track expenditure, including an understanding of future commitments and accruals. Coordinate the cost splitting of utility charges across CSIRO. Use the CSIRO enterprise wide SAP system to its full capabilities to track budgets, run and generate reporting as required (includes cost centres, work breakdown structure (WBS) codes, general ledger codes, purchase orders etc.) and the preparation of journals. * Communicate 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 with colleagues within your team, the business unit and across CSIRO, to reach objectives, establishing networks with other teams and professionals in their field. * Generate improved solutions to complex problems and resolve complaints using creativity, reasoning and past experience. * Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals. * Ensure compliance with CSIRO policies and procedures. * 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:***   1. **Education/Qualifications:** Relevant qualifications in finance/property/leasing and/or relevant work experience. 2. **Communication:** The ability to clearly convey information and ideas, adapted to others needs and priorities, and establish effective interpersonal relationships with key internal and external stakeholders. 3. **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment. 4. **Adaptability:** Demonstrated ability to deal with ambiguity and adapt to changing circumstances and new responsibilities. 5. **Problem Solving:** Proven ability to investigate underlying issues of complex and ill-defined problems and develop appropriate responses through abstract thinking and using creative solutions.   ***Essential Criteria:***   1. Experience in contract and procurement management. 2. Demonstrated ability to manage property administration functions in a complex property environment, including the ability to prioritise workloads; problem solve by identifying solutions and considering implications; and the ability to recognise and make changes to improve performance. 3. Financial aptitude including the ability to interpret reports, analyse transactions and examine data in programs and spreadsheets. 4. Proven ability to work independently and as part of a team, and in building productive work relationships with team members, internal and external stakeholders, contractors and clients, as well as sharing resources to accomplish objectives. 5. Sound computer skills and knowledge of Microsoft Office applications such as Word, Excel, Outlook and Power Point.   **Desirable Criteria:**   1. Experience in commercial leasing dealings or a proven ability for understanding contracts, leases or other forms of legal documents. 2. Sound knowledge of financial management systems including SAP. 3. Sound knowledge of Government procurement policy.   **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 [www.csiro.au/careers](http://www.csiro.au/careers). You may be asked to provide additional information (online) relevant to the selection criteria. If so, then responding will enhance your application so please take the time to provide relevant succinct answers. Applicants who do not provide the information when requested may not be considered.  If you experience difficulties applying online call 1300 301 509 and someone will be able to assist you. Outside business hours please email: [csiro-careers@csiro.au](mailto:csiro-careers@csiro.au).  **Referees**: If you do not already have the names and contact details of two previous supervisors or academic/ professional referees included in your resume/CV please add these before uploading your CV.  **Contact:** If after reading the selection documentation you require further information please contact:  Mr Andrew Tracyvia email: andrew.tracy@csiro.au or phone: +61 2 6246 5662  Please do not email your application directly to Mr Tracy. 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). |