# Position Details

## Administrative Services – CSOF4

The following information is for applicants

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| Advertised Job Title**:** | Procurement Officer (2 Positions) |
| Job Reference: | 59005 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Percentage of Client Focus - Internal: | 80% |
| Percentage of Client Focus - External: | 20% |
| Reports to the: | Enterprise Manager |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries : | Nicky Sultana [nicky.sultana@csiro.au](mailto:nicky.sultana@csiro.au) or Greg Bailey [greg.bailey@csiro.au](mailto:greg.bailey@csiro.au) |
| Contact Details For Applying: | Call 1300 984 220 or email [careers.online@csiro.au](mailto:careers.online@csiro.au) |
| How to Apply: | Please apply online at [jobs.csiro.au](https://jobs.csiro.au/) and enter the requisition number**.** Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’) |

## Role Overview:

CSIROs Strategic Procurement team is seeking to engage two Procurement Officers with strong procurement, stakeholder management, negotiation and organisational skills. Key interactions will be with internal CSIRO business units, Department of Finance, Commonwealth entities and CSIRO suppliers.

The positions will require a strong customer focus, excellent communication abilities and interpersonal skills, augmented by a **high level working knowledge of the Commonwealth Procurement Rules (CPR)** and how they apply to a Corporate Commonwealth Entity (CCE). Applicants will have a demonstrated ability to provide support to stakeholders through commercial/risk based models to develop efficient and effective procurement and contracting strategies.

The positions will be required to work autonomously on most tasks, and the occupants will be expected to display initiative and be proactive by identifying improvement opportunities that represent a value for money outcome.

The occupants will be focussed on participating effectively as a team member and meeting team objectives and outcomes. The positions will be required to work across the team to achieve individual and team objectives.

## Duties and Key Result Areas:

Procurement Activities:

* Undertake complex procurement activities and contract management in a manner which is compliant with the Commonwealth Procurement Rules (CPRs).
* Develop all procurement documentation associated with complex procurement, supported by the procuring business unit staff.
* Provide support in developing complex sourcing strategies towards achieving the team and CSIRO strategic objectives.
* Contribute to improvements with procurement activities that achieve a value for money outcome.
* Provide advice to staff in relation to procurement activities to ensure compliance with internal procedures and Commonwealth Procurement Rules.

Contract development/management:

* Develop and negotiate contracts as an outcome of tendering activities.
* Support business units in the development and review of contracts.
* Assist CSIRO business units to set and monitor supplier’s compliance with contract terms and conditions, deliverables and reporting requirements.

Relationship Management:

* Provide support to delivering government policy and CPR compliant procurement strategies within complex multi-tiered stakeholder groups.
* Assist in the management of suppliers to deliver agreed business outcomes.
* Effectively manage and partner with suppliers to build relationships to achieve mutually beneficially outcomes.
* Assist in the resolution management of contractual issues and disputes.
* Work as part of the team and support team objectives.
* Ensure risks and issues are escalated to the appropriate delegate/manager in a timely manner.

It is expected the Procurement Officers will:

* Communicating effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIROs reputation.
* Working collaboratively with colleagues within the team, the business unit and across CSIRO, to reach objectives.
* Generate improved solutions to complex procurements using creativity, innovation and past experience.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## Competencies:

1. **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.**
2. **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.**
3. **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.**
4. **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
5. **Independence: Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).**
6. **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.

## Essential Criteria:

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

1. Relevant qualifications and/or equivalent experience in government procurement.
2. Demonstrated ability in delivering complex procurements throughout the entire procurement lifecycle.
3. Demonstrated capability to think strategically in order to support strategic direction of CSIRO, managing procurements, contract negotiations and contract management.
4. Demonstrated ability to take responsibility for managing work projects to achieve results in a professional and timely manner and respond positively to change.
5. Demonstrated capability in establishing and maintaining productive working relationships with a variety of stakeholders.
6. Highly developed and influential communication skills.

## Desirable Criteria:

* Working knowledge of the Commonwealth Procurement Rules (CPR) and how they apply to a Corporate Commonwealth Entity (CCE) organisation.

**Special Requirement:**

* Either hold or be able to obtain a National Police Check.

## About CSIRO:

We imagine. We collaborate. We innovate. To find out more visit us [online](http://www.csiro.au/)!

Find out more about CSIRO [Finance](https://my.csiro.au/orginfo/structure/support/finance)