# Position Description

## Administrative Services – CSOF6

The following information is for applicants

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| Advertised Job Title**:** | CBIS Manager – Contracts & Compliance (NE Region) |
| Job Reference: | 60063 |
| Applications Are Open To: | Australian Citizens Only  Australian/New Zealand Citizens and Australian Permanent Residents Only   * All Candidates |
| Location: | Negotiable: capital cities in NE Region (QLD, NSW, ACT) preferred |
| Tenure | Indefinite |
| Percentage of Client Focus - Internal: | 50% |
| Percentage of Client Focus - External: | 50% |
| Reports to the: | CBIS Executive Manager, NE Region |
| Number of Direct Reports: | 1 |
| Name and Contact Details For Applicant Enquiries: | Mr Bob Moffat via email: [bob.moffat@csiro.au](mailto:bob.moffat@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’ through the ‘People Hub’ icon |

## Role Overview:

At the Commonwealth Scientific and Industrial Research Organisation (CSIRO), we do the extraordinary every day. We innovate for tomorrow and help improve today - for our customers, all Australians and the world. We imagine. We collaborate. We innovate. Australia is founding its future on science and innovation. 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. CSIRO is Australia's premier research body, delivering innovative science for the benefit of Australians.

CSIRO has a complex property portfolio of owned and leased facilities that comprises over 1,000 buildings spread across 59 locations within Australia and in three countries overseas. These scientific research, (including National Research Infrastructure) and office/administration facilities are diverse in ownership, type of property, age and condition. The property portfolio is managed by CSIRO’s Business and Infrastructure Services unit (CBIS) which has offices in each state.

The CBIS Manager – Contracts & Compliance will:

* Contribute to the provision of a safe, well-maintained and compliant-built environment for the staff and clients of the CBIS Region that delivers optimal asset performance and value for money. This will be achieved by identifying building services and equipment maintenance and compliance requirements, and the creation of effective preventative maintenance regimes and contracts to respond to these requirements.
* Facilitate the transition of new assets and services from construction/refurbishment projects to operational duty and by ensuring that performance KPIs for the operations and maintenance of the items is embedded in procurement process contracts.
* Provide the CBIS region/nationally with contract/contractor management and compliance auditing services to ensure preventative maintenance works deliver to specified performance outcomes, represent value for money and are compliant with regulatory and contract requirements while minimising risk, disputes and processing inefficiencies.
* Lead the relationship/stakeholder management with Lessors, Licensees, CBIS State Offices and Business Units analysing current and future requirements/trends of the business more widely and ensuring sufficient notice is given of any changes to the current state. Instigate updates to documentation and relationships through vigilance of situation and future needs of all parties.
* Collaborate with the CBIS Manager Property Management and the CBIS Manager – Contracts, Compliance, Leases and Licences South West Region in developing systems, processes and procedures and continually improving contract management, compliance auditing, Lease and Licence process and procedures and related stakeholder management across the portfolio.

## Duties and Key Result Areas:

* Act as a trusted advisor, understanding the client’s Business Unit and/or seeking information about the real underlying needs of the client, and identify and adapting quickly to changes in clients’ needs and market changes.
* Within broad guidelines, develop strategic and operational plans for the service, having significant independence of action.
* Identify building services equipment maintenance, compliance requirements and create effective preventative maintenance regimes and systems to respond to these requirements.
* Develop, implement and maintain a compliance program for CSIRO in collaboration with CBIS Manager Portfolio Management and the alternate CBIS Region’s CBIS Manager – Contracts & Compliance that ensures compliance with all relevant standards and legislation, ensuring records of testing and compliance are maintained and aligning services to comply with all relevant Standards, Building Codes, accreditation and legislative requirements
* Lead the development of specialised maintenance contracts for critical assets by engaging with stakeholders, identifying requirements, developing specifications and determining/managing suitable procurement methods to enable the delivery of specialised maintenance services
* Implement and manage specialised maintenance contracts through the contract life cycle process (tendering, implementation, contract management and review) to ensure:
  + Asset performance and reliability is managed through its life cycle to optimise return on investment.
  + Provision of contract management services and advice in relation to cost, scope, risk and quality requirement are addressed and contract engagements meet public sector probity, administrative standards and legislative requirements.
* Manage and monitor the engagement and ongoing service delivery of facilities maintenance contractors to ensure performance is in accordance with contract requirements, the delivery of work adheres to agreed timeframes, budgets and quality of work and providing guidance in relation to contract issues
* Provide expert professional advice to stakeholders, colleagues and business units to enable informed decision making and to support staff in the performance of their duties
* Develop, implement and maintain a planned preventative maintenance program for CBIS for all major equipment, in consultation with the relevant CBIS Regional and State Offices and coordinate overall preventative maintenance schedules
* Provide timely accurate management reports to ensure that the Executive Manager, North East Region is fully informed of all relevant information regarding the assets and operations in the CSIRO portfolio.
* Collaborate with the CBIS State Offices to prepare scope and business cases for projects including cost and resource impacts to deliver positive outcomes by:
  + Accessing key subject-matter experts' knowledge to inform project plans and directions
  + Implementing an effective stakeholder engagement and communications strategy for all stages of projects
  + Monitoring the completion of projects and implement effective and rigorous project evaluation methodologies to inform future planning
  + Develop effective strategies to remedy variances from project plans and minimise impacts
* Utilising contract and contractor management skills, manage day-to-day relationships with Lessors and Licensees in collaboration with CBIS State Offices.
* Ensure the Lessors and Licensees contract requirements are administered and compliant, forecasting contract requirements well in advance of critical dates and following up with all stakeholders to confirm positive, timely outcomes.
* 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, often regionally dispersed research team, and business unit to carry out tasks in support of CSIRO scientific objectives.
* 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.

## CSIRO 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:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas
3. **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
4. **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
5. **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
6. **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

## Selection Criteria:

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

1. Tertiary qualifications in a relevant area (e.g. building, engineering, asset management, facilities maintenance, construction) or demonstrated equivalent experience in contract/contractor management.
2. Extensive knowledge of facilities maintenance, asset management, building principles & standards and environmental and heritage issues, with expertise in the technical aspects of plant and building services maintenance and experience in effective preventative maintenance systems.
3. Advanced capabilities in enabling the business areas of contract management, procurement and project management and in delivering results.
4. Demonstrated experience in stakeholder engagement and management across geographically dispersed sites in the pursuit of common outcomes/standards in documentation suites and contracts.
5. Good understanding of real estate leases and licences and the process required for creation and ongoing management of same.

## Desirable Criteria:

1. Qualifications in the field of stakeholder engagement or management
2. Real estate management qualifications or relevant previous industry experience.
3. Relevant tertiary qualifications in commerce, law or equivalent degree and/or extensive experience in contract management.

## Special Requirements:

Appointment to this role may be subject to a security clearance and pre-employment national police check, the cost of which will be reimbursed by CSIRO.

## About CSIRO:

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