# Position Details

*CBIS Project Coordinator - Capital Works*

## Administrative Services – CSOF5

The following information is for applicants

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| Advertised Job Title**:** | CBIS Project Coordinator - Capital Works |
| Job Reference: | 60499 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | [x]  Australian Citizens Only |
| Percentage of Client Focus - Internal: | 60% |
| Percentage of Client Focus - External: | 40% |
| Reports to the: | CBIS Manager, Project Advisory |
| Number of Direct Reports: | Up to 1 |
| Name and Contact Details For Applicant Enquiries: | Francine Kelly, francine.kelly@csiro.au or 0436 622 160 |
| Contact Details For Applying: | Call 1300 984 220 or email 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:

CSIRO has a complex property portfolio of owned and leased facilities that comprises over 1,000 buildings spread across more than 55 locations within Australia. These scientific and research facilities are diverse both in location and type. CSIRO Business & Infrastructure Services (CBIS) is chartered with managing the services, maintenance and operation of all CSIRO’s scientific and research facilities. CBIS delivers strategic, estate management and capital works functions through its regional and state property management teams supported by its capital works team. CBIS’s strategy and operational activities align with CSIRO’s strategic direction and scientific activities.

As the CBIS Project Coordinator, you will manage the planning and delivery of medium and major capital works projects including the application of change management principles. Current projects range in value from $2 million - $20 million. Future projects may be of greater value. In delivering these projects, you will be responsible to the CBIS State Manager and will operate within the project governance structure. You will be directly accountable for ensuring the project adheres to time, cost and quality requirements and for providing high quality, strategic advice; often in connection with technically challenging issues.

The Project Coordinator will be supported in the planning and delivery of capital works projects by a project officer and the capital works project management office (PMO). These projects are undertaken in a complex environment, with a focus on whole of life capital and operating costs. The role requires the participation in various project activities, including working closely across key stakeholder and contractor groups, in a rapidly changing environment to deliver leading edge project outcomes.

You may be required to manage projects which require you to have an Australian Government security clearance. Therefore, this is a security assessed position. Appointment into the position is subject to the successful applicant holding or having the ability to hold an Australian Government security clearance at the Negative Vetting 1 level. The Project Coordinator will be required to undertake domestic travel periodically.

**Duties and Key Result Areas:**

* Lead or contribute to the delivery of medium and major capital works projects, integrating the strategic needs of sound asset management principles and science objectives to deliver a value driven whole of facility life outcome
* Develop and manage end-to-end project delivery ensuring the project delivers on time, on budget, with compliant and fit-for-purpose facilities
* Establish and maintain collaborative and proactive working relationships with the CSIRO executive, broader CSIRO team and key stakeholders, and develop strategies and implement best practice methods to deliver high quality outcomes
* Oversee and report on project performance to ensure that solutions provided continue to meet the needs of stakeholders, are cost effective and sustainable, appropriately recognise and address risks, and are aligned with project objectives
* Provide leadership, motivation and guidance to team members, establishing a strong team culture based on performance, development and a demonstrated commitment to displaying the highest standards of ethical behaviour and integrity in alignment with the CSIRO Values
* Develop and maintain networks and engage with government and non-government stakeholders, in order to enhance project outcomes
* Manage significant risks and issues, often in ambiguous situations, by evaluating and interpreting complex information and developing creative solutions and contingencies
* 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’s 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.

## 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:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
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:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
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. Tertiary qualifications or significant experience in a relevant discipline, such as project management, construction management, architecture, engineering, planning, property management or related areas
2. Well-developed understanding of project management methodologies, contract management, health and safety legislation, and Commonwealth procurement requirements including how these functions integrate with capital works activities in a Commonwealth environment;
3. Proven ability to think and act strategically, identify and manage risks, and identify and evaluate opportunities that optimise project outcomes in line with CSIRO’s strategic direction;
4. **Demonstrated** ability to lead, coordinate and manage a multi-disciplinary team comprised of internal and external project management and consultant personnel, to achieve project outcomes
5. An understanding of Government processes in particular planning systems and controls, project planning and delivery.

## Desirable Criteria:

1. Experience delivering capital works involving laboratories, biocontainment facilities and/or in an operational environment; and
2. AIPM or PMI accreditation and Prince 2 or equivalent project management experience.

## Special Requirements:

This is a security assessed position. Appointment into the position is subject to the successful applicant holding or having the ability to hold an Australian Government security clearance at the Negative Vetting 1 level.

The Project Coordinator will also be required to undertake domestic travel periodically.

## About CSIRO:

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

Find out more about the CSIRO [Business and Infrastructure Services](https://my.csiro.au/orginfo/structure/support/cbis)