# Position Details

*CBIS Project Officer – Capital Works*

## Administrative Services – CSOF4

The following information is for applicants

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| Advertised Job Title**:** | CBIS Project Officer – Capital Works |
| Job Reference: | 60500 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian Citizens Only |
| Percentage of Client Focus - Internal: | 60% |
| Percentage of Client Focus - External: | 40% |
| Reports to the: | Project Manager - Capital Works |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries : | Francine Kelly, [francine.kelly@csiro.au](mailto:francine.kelly@csiro.au) or 0436 622 160 |
| 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:

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.

The Project Officer will support the planning and delivery of medium and major capital works projects, including construction, refurbishment and environmental sustainability projects, reporting to an assigned Project Manager. Medium and major projects range in value from $1 million - $200 million.

The Project Officer will also work autonomously in the management and delivery of smaller projects under the guidance of the Project Manager. Current small projects range in value from $400,000 - $1 million. 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.

The Project Officer will be required to undertake domestic travel periodically and day travel to Geelong or Clayton, depending on where the positon is based, on a regular basis.

## Duties and Key Result Areas:

* Support the CBIS Project Manager to plan and deliver capital works projects on time, on budget, and fit for purpose
* Assist the CBIS Project Manager with project delivery responsibilities including procurement, contract management, financial management, risk management and reporting
* Assist in the preparation of reports and papers for consideration by project governance committees and the CSIRO Executive
* Manage the administrative aspects of projects including document management, minute taking, report writing, preparation of presentations and organisation of meetings
* Work collaboratively with user groups, consultants and the Project Manager to develop user requirements
* Develop productive relationships with internal and external stakeholders to enhance project outcomes, and contribute to the implementation of change management strategies utilising strong relationship, collaboration and influencing skills and experience
* Participate as a member of CBIS in the development and implementation of best-practice methodologies, procedures and tools to deliver projects and CSIRO strategic objectives.
* 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: 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. Demonstrated ability to work independently in a complex environment with multiple stakeholders and work to achieve outcomes within agreed timeframes.
2. Experience in project management, particularly in the planning and successful delivery of project objectives in regards to time, cost, quality and safety.
3. Demonstrated experience in the effective use of project management tools, systems and strategies.
4. Proven ability to think strategically and use sound judgement to make appropriate recommendations.
5. Demonstrated understanding of project management methodologies, contract management, health and safety legislation, and government procurement requirements;
6. Highly developed stakeholder management skills to build and maintain strong working relationships, and the capability to support change across user groups and the organisation.

## Desirable Criteria:

1. Experience in the planning and delivery of capital works projects, especially in a scientific, university and/or public sector environment
2. Knowledge of the compliance and regulatory requirements of scientific facilities.

## 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 Officer will be required to undertake domestic travel periodically and day travel to Geelong or Clayton, depending on where the positon is based, on a regular basis.

## 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)