# Position Details

## Project Officer – Capital Works

## Administrative Services – CSOF4

The following information is for applicants

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| Advertised Job Title**:** | 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 : | Kerry Kennedy, [kerry.kennedy@csiro.au](mailto:kerry.kennedy@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:

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 CBIS Capital Works Team delivers medium and major projects ranging from less than $1 million to major capital works up to $200 million. The projects include building construction, refurbishment and environmental sustainability works that are undertaken in a complex environment, with a focus on whole of life capital and operating costs. The Project Officer role requires the participation in various project activities, including significant engagement and communication with both internal and external stakeholders, and contractor/s, in a rapidly changing environment to deliver leading edge project outcomes.

The Project Officer will work autonomously in the management and delivery of smaller projects and support the planning and delivery of medium and major capital projects, reporting to, and under the guidance of, the Project Manager. The project will be based primarily at Clayton. The Project Officer may be required to undertake domestic travel periodically.

## Duties and Key Result Areas:

* Support the Project Manager to plan and deliver medium and major capital works projects on time, scope, budget and fit for purpose, as well as managing the delivery of smaller projects under the guidance of the Project Manager.
* Manage the administrative aspects of projects including document management, minute taking, report writing, preparation of presentations and organisation of meetings.
* Support the Project Manager with project delivery responsibilities including procurement, contract management, financial management and risk management.
* Assist the Project Manager in developing project budgets and cost reports through the life of projects.
* Assist in the preparation of reports and papers for consideration by project governance committees and the CSIRO Executive.
* Support the development of user requirements through working collaboratively with user groups, consultants and the Project Manager.
* Develop productive relationships with internal and external stakeholders to enhance project outcomes, and contribute to the implementation of change management.
* 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 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 engage with multiple stakeholders to achieve outcomes within agreed timeframes;
2. Experience in successful delivery of projects, including procurement, contract management and risk reporting;
3. Demonstrated ability to work independently to meet project objectives in respect to time, scope, cost, quality and safety
4. Demonstrated understanding of project management methodologies, health and safety legislation, and government procurement requirements;
5. High level of verbal and written communication skills that are adapted to the target audience;
6. Proven ability to think strategically and use sound judgement to make appropriate recommendations;
7. High level of experience in Microsoft office programs including Excel, Outlook and Word.

## Desirable Criteria:

1. Experience in the planning and delivery of complex small to medium capital works projects, especially in a scientific, university and/or public sector environment;
2. Knowledge of the compliance and regulatory requirements of scientific facilities;
3. Demonstrated experience in the effective use of project management tools, systems and strategies.
4. Experience in O2D and SAP financial reports or demonstrate experience in other project/asset based financial systems.

## Special Requirements:

The Project Officer will need to currently hold or have the ability to hold an Australian Government security clearance at the Negative Vetting 1 level. Periodic travel may also be required domestically for this position.

## 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)