# Position Details

## Administrative Services – CSOF5

The following information is for applicants

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| Advertised job title**:** | CBIS Coordinator - Projects |
| Job reference: | 60516 |
| 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: | 60% |
| Percentage of client focus - external: | 40% |
| Reports to the: | CBIS Manager State – Sydney Metro |
| Number of direct reports: | 0 |
| How to apply: | Please apply online at [jobs.csiro.au](https://jobs.csiro.au/) and enter the requisition number**.** *Please do not email your application directly to CSIRO contact officers. Applications received via this method may not be considered by the selection committee.* |
| Contact details to discuss this position: | Call 1300 984 220 or email careers.online@csiro.au.  |

## Role Overview:

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 Coordinator - Projects* ensures the delivery of CBIS-related upgrades, replacement and minor works by way of best practice project management with the objective of optimising the cost effectiveness and use of assets and facilities throughout their lifecycle whilst managing the associated risks.

The occupant of the role coordinates the contribution of multiple stakeholders, resources and budgets across the life of a project from initiation to completion, commissioning and operational handover. The role requires the delivery of projects on time, to budget, specification and statutory compliance with minimal impact upon service delivery. The projects delivered are not necessarily restricted to the built form and can be across all facets of business and business systems.

The *CBIS Coordinator - Projects* provides expert advice and assistance on projects across the

State that may impact asset maintenance and management. The role includes engaging and collaborating with CBIS State Offices, Capital Works team members, Finance and Procurement specialists, other Business Unit staff and external specialist professionals / organisations as required.

The role maintains the programmed maintenance opportunities register (MPlan database) and accurately reflects the current status of building services and fabric across the State. This includes undertaking investigations of critical asset condition and contributing to the MPlan or related asset condition registers while facilitating a working relationship between CBIS and the wider organisation as well as other relevant government departments in delivery of asset maintenance project reporting.

## Duties and Key Result Areas:

The *CBIS Coordinator - Projects* is expected (as a minimum) to exhibit the following professional and personal behaviours, capabilities and attributes:

* Liaise with clients both internal and external to determine their needs and be responsive and accountable for their satisfaction, correcting problems promptly and in a constructive manner
* Manage the planning, initiation and delivery of asset maintenance-related upgrades, replacements and minor works by way of best practice project management optimising the efficiency, cost effectiveness and use of assets and facilities throughout their lifecycle whilst managing the associated risks.
* Deliver projects on time, to budget, specification and compliance requirements with minimal impact upon service delivery by coordinating and facilitating stakeholder contributions, resources and budgets across the life of maintenance projects from initiation to completion, commissioning and operational handover.
* Establish and maintain internal and external stakeholder relationships through effective communication, negotiation and issues management to engage stakeholders and ensure asset maintenance management objectives are achieved. This includes:
	+ Providing expert advice and assistance on projects across the Region or State that have implications for asset maintenance and management.
	+ Engaging and collaborating with Capital Works, Business Units and site based CBIS staff.
	+ Maintaining a working relationship with the Finance, Procurement and relevant government departments in the planning, assessment and delivery of asset maintenance projects.
* Managing the program of asset maintenance projects to optimise the performance of assets through timely upgrades at end of lifecycle. This includes ensuring the program is based on sound analytics and research in collaboration with the CBIS site team.
* Manage contractors to ensure contractors perform works to specified service level agreements, performance outcomes, compliance outcomes, works practices and documentation provision taking ultimate responsibility for contractors' onsite compliance.
* In association with the Manager, Contracts and Compliance, design and implement contract instruments and systems to monitor, assess and audit contracts and contractors to ensure performance, compliance, efficiency and quality of works.
* Manage stakeholders and contractors in the timely provision and recording of all relevant technical documentation including all operation and maintenance manuals, compliance certificates, drawings, plans and other documentation required to ensure all assets operate to required performance and reach their end of life with minimal failure and unexpected issues.
* Develop projects and programs with consideration to addressing CSIRO policy directives such as sustainable development targets for resource recovery, energy and water efficiency targets. This includes:
	+ Providing advice on maintenance project contracts such as meeting energy efficiency standards and integration with the Asset Management system (as it may be from time to time).
	+ Providing advice on opportunities available for funding projects and programmes through subsidies and loans, preparing and managing applications for subsidies and loans through the project life cycle and loan repayment period.
* Contribute to the development of an economic appraisal toolkit for assessing and prioritising minor works and backlog maintenance works and the development of a strategy for implementing performance contracts.
* Provide and apply technical advice and operational expertise in regard to: equipment functionality and possible design alternatives; asset condition status and expected service delivery life; seasonal demands; preventative asset maintenance programs and replacement priority work schedules based on priorities and service needs.
* Be able to provide leadership and supervision to a small team, project group or function, and take responsibility for the performance management and career development of the team.
* Display a willingness to influence the decision of managers by recognising the need for change in initiating innovative solutions/proposals, and liaise with and influence related professions to develop practices, which support the Business Unit.
* 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.*

* A tertiary qualification in an engineering discipline / project management, and/or equivalent experience in asset maintenance project management in a complex multi-site building environment.
* Demonstrated knowledge, skills and experience in asset lifecycle modelling, asset replacement planning, project budgeting, program development and procurement of project contractors for critical infrastructure in a complex 24/7 operating environment.
* Demonstrated experience in effective project management and contract management, including planning, resource management, life cycle contractor performance and compliance and critical path development with the ability to work on a multitude of tasks while meeting deadlines.
* Demonstrated experience in stakeholder management along with leadership, interpersonal and high-level communication skills
* Proven skills and experience in effective risk management including identifying a range of risks, project continuation, delivery and commissioning impacts and risks, conducting risk assessments and implementing risk management measures. This includes effective and timely escalation of issues.
* High-level proficiency in building management, scheduling and asset management systems including Corrigo and MPlan of similar systems along with strong proficiency in utilising Windows applications and staff management systems.
* Working knowledge of relevant compliance requirements including regulation, codes, standards, practices, accreditations, asset management frameworks and a commitment to continual improvement of skills, knowledge and the application of industry best practice asset maintenance management.

## Desirable Criteria:

* Experience and sound working knowledge of Building Management Systems (BMS), access control systems and computer based maintenance management systems.
* Experience and ability to use relevant software products including Microsoft Outlook, Excel, Word, Visio and SAP.

## Special Requirements:

Appointment to this role may be subject to conditions including security/national police/medical/character clearance requirements. Applicants who are not Australian Citizens or Permanent Residents may be required to undergo additional security clearances, which may include medical examinations and an international standardised test of English language proficiency (i.e. IELTS test).- <https://ielts.com.au/>

## About CSIRO:

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