# Position Details

## Administrative Services – CSOF5

The following information is for applicants

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| Advertised Job Title**:** | CBIS Facilities Project Coordinator |
| Job Reference: | 60607 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian Citizens Only  Australian/New Zealand Citizens and Australian Permanent Residents Only   * All Candidates |
| Percentage of Client Focus - Internal: | 50% |
| Percentage of Client Focus - External: | 50% |
| Reports to the: | CBIS Manager State - SANTI |
| Number of Direct Reports: | 1 |
| Name and Contact Details For Applicant Enquiries: | Mark Britton via email: mark.britton@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:

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 Facilities Project Coordinator ensures the delivery of asset maintenance related upgrades, replacements, minor works and engineering support 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 role coordinates the contribution of multiple stakeholders, resources and budgets across the life of a project from initiation to completion, commissioning and operational handover to delivery of projects on time, to budget, specification and compliance requirements 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 Facilities Project Coordinator provides expert advice and assistance on projects across South Australia and Northern Territory that will have implication for asset maintenance and management. This includes engaging and collaborating with CBIS Facility / State staff, Capital Works team project managers, Finance and Procurement specialist, other Business Unit staff and specialist external professionals / organisations as required.

The role includes a significant element of liaison with scientists and related staff to develop engineering solutions to experimental requirements in a swift and efficient manner. Initially this will involve a large element of stakeholder engagement to develop and transition to a new mode of engineering support delivery.

In conjunction with the FM Manager, the role will ensure the asset management plan (MPlan) opportunities register (database) is current and accurate reflecting the current status of building services and fabric across the Region or 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:

* Liaise with internal and external clients to determine their needs and be 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.
  + Developing a working relationship with the Finance, Procurement and relevant government departments in the planning, assessment and delivery of asset maintenance projects.
* Develop and manage 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.
* Review reports, compliance requirements, data and research from multiple sources such as Corrigo and MPlan system generated reports and contractor asset condition reports, undertaking analysis to develop asset replacement plan and programs. This includes refining existing critical assets risk register over time and using it as a tool for informing future minor works programs as well as actively identifying gaps in reporting and data collection required to inform asset replacement and upgrade decisions.
* 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 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 form 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 and science 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.
* Assist science teams with maintenance and component design issues in conjunction with CSIRO engineering workshops and other stakeholders.
* 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, 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:** 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. A trade, vocational or tertiary qualification in an engineering discipline, project management and/or equivalent extensive experience in asset maintenance project management in a multi-site complex building environment.
2. Demonstrated knowledge, skills and experience in asset lifecycle modelling, asset replacement planning, backlog prioritisation, project budgeting, program development and procurement of project contractors for critical infrastructure in a complex 24/7 operating environment.
3. Demonstrated experience in project management including planning, resource management and critical path development with the ability to work on a multitude of tasks while meeting deadlines.
4. Demonstrated experience in stakeholder management along with leadership, interpersonal and high-level communication skills including strong two-way verbal and written communication skills with the ability to listen, explain, facilitate and negotiate effectively.
5. Proven skills effectively designing scope of works / contract specifications and performance outcomes coupled with the ability to manage contractor performance and compliance from site establishment through to completion and commissioning.
6. Proven skills and experience in 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.
7. High-level proficiency in building management, scheduling and asset management systems including Corrigo and MPlan or similar systems along with strong proficiency in utilising Windows applications and staff management systems.
8. 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:

1. Experience and sound working knowledge of Building Management Systems (BMS), access control systems and computer based maintenance management systems.
2. Experience and ability to use software programs such as Visio or similar.

## Special Requirements:

* The successful applicant will be required to consent to a National Police Check.
* The successful candidate must hold a valid Australian Class ‘C’ driver’s licence.
* Interstate travel may be required at times.

## About CSIRO:

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