# Position Details

## Administrative Services – CSOF4

The following information is for applicants

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| Advertised Job Title**:** | CBIS Project Officer - Environmental Data |
| Job Reference: | 62426 |
| 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: | 80% |
| Percentage of Client Focus - External: | 20% |
| Reports to the: | CSIRO Environmental Sustainability Manager |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries : | Lina Juodelyte via email: [lina.juodelyte@csiro.au](mailto:lina.juodelyte@csiro.au)  *Please do not email your application directly to Ms Juodelyte. Applications received via this method may not be considered by the selection panel.* |
| 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:

The role of the CSIRO Business and Infrastructure Services (CBIS) Project Officer - Environmental Data is to manage the capture, analysis and reporting of CSIRO’s operational environmental performance data. The successful candidate will also manage the contractual arrangements related to the externally-hosted Envizi software platform and associated services.

The Project Officer - Environmental Data will be a member of the CSIRO Environmental Sustainability Team (EST) which coordinates the implementation of CSIRO’s Carbon strategy and associated environmental projects and manages the reporting of CSIRO environmental performance data to internal and external stakeholders. The Project Officer - Environmental Data will work collaboratively with team members to actively support the delivery of CSIRO’s strategy and team outcomes.

The Project Officer - Environmental Data will liaise with a variety of internal and external data providers and associated stakeholders to ensure CSIRO’s environmental performance data is robust, accurate and supports CSIRO’s business decision-making. In addition, the successful applicant will manage the internal and external reporting of CSIRO’s environmental performance data, including the National Greenhouse and Energy Reporting Scheme (NGERS), Australian Government Energy Efficiency in Operations (EEGO) and National Pollutant Inventory (NPI).

The Project Officer will be required to undertake some domestic travel.

## Duties and Key Result Areas:

***Environmental Data Management***

* Coordinate and maintain CSIRO’s environmental performance datasets and implement effective processes to capture, upload and report on environmental data through the CSIRO environmental data management platform (EDMP).
* Proactively work with key stakeholders to establish and maintain processes that enable the capture, analysis and maintenance of new, modified and existing environmental datasets.
* Identify and implement improvement opportunities that enhance and contribute positively to data integrity and CSIRO environmental performance reporting.
* Liaise with business unit clients and the Environmental Sustainability Team to anticipate their data and reporting needs and ensuring relevance to the outcome to achievement of team objectives, take personal responsibility for guaranteeing client satisfaction, and correct problems promptly and in a constructive manner.

***Environmental Reporting***

* Perform analysis on CSIRO’s environmental performance data to identify trends and opportunities for energy, water or waste efficiency improvements.
* Collate, analyse and provide relevant high quality environmental reports to internal and external stakeholders.
* Increase data utilisation and value through use of innovative data visualisation approaches.
* Champion the use and value of available environmental performance data to key stakeholders.

***General***

* Establish networks with other professionals in your field to ensure that the service provided continues to add value and deliver training on procedural issues or systems developments to clients and team members.
* 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 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. Tertiary qualifications or equivalent experience in data management, IT software solutions, business analyst skills or environmental sustainability field.
2. Well-developed experience in the configuration and maintenance of web-based data management systems and processes, data integration, data integrity and data quality requirements.
3. Well-developed data analysis and interpretation skills, and a good working knowledge of data visualisation techniques and approaches.
4. Demonstrated ability to think and act strategically, to identify and evaluate data improvement opportunities that optimise environmental data outcomes for stakeholders and manage key risks.
5. Good project and time management skills that enables timely delivery of reporting milestones and team project outcomes.
6. Good oral and written communication skills coupled with the ability to establish effective working relationships with key internal and external stakeholders.

## Desirable Criteria:

1. Practical knowledge of Government environmental reporting requirements, including the National Greenhouse and Energy Reporting Scheme (NGERS) and Energy Efficiency in Government Operations (EEGO).
2. Working knowledge in the application of carbon accounting principles and methodologies.

## Special Requirements:

Appointment to this role may be subject to conditions including security/national police/medical/character clearance requirements.

The Project Officer - Environmental Data will 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/)!