# Position Details

## Administrative Services – CSOF5

The following information is for applicants

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| Advertised Job Title**:** | CBIS Project Coordinator, Capital Works |
| Job Reference: | 62742 |
| 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: | CBIS Project Manager, Capital Works |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Jessica Rafter via email [Jessica.rafter@csiro.au](mailto:Jessica.rafter@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’)  Please do not email your application directly to Jessica Rafter. Applications received via this method will not be considered by the selection panel. |

## 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 Project Coordinator will autonomously manage the planning and delivery of medium capital work projects and under the guidance of the Project Manager, support the planning and delivery of major capital works projects including the application of change management principles. Current projects range in value from $1 million - $200 million. These projects include building construction, refurbishment and environmental sustainability works undertaken in a complex environment, with a focus on whole of life capital and operating costs. Future projects may be of greater value. These projects will be primarily based at Geelong.

This role will be directly accountable for ensuring the project adheres to time, cost and quality requirements and for providing high quality, strategic advice; often in connection with technically challenging issues. In delivering these projects, you will be responsible to the CBIS Project Manager, will operate within the project governance structure and be supported by the capital works project management office (PMO). The role requires the participation in various project activities, including engagement and communication with key internal and external stakeholders and contractors, in a rapidly changing environment to deliver leading edge project outcomes.

The Project coordinator will keep abreast of relevant issues and developments and draw on CSIRO-internal and external expertise in order to provide timely, accurate, specialist advice within the Project often impacting strategic decision making.

## Duties and Key Result Areas:

* Lead, contribute to, and administer the delivery of medium and major capital works projects, integrating the strategic needs of sound asset management principles and science objectives to deliver a value driven whole of facility life outcome.
* Manage the administrative aspects of projects including document management, minute taking, report writing, preparation of presentations and organisation of meetings.
* Lead the successful delivery of concurrent project activities with a focus on whole of life, client engagement, consultation and change management.
* Develop, manage and administer, end-to-end project delivery ensuring the project delivers on time, on budget, with compliant and fit-for-purpose facilities.
* Establish and maintain collaborative and proactive working relationships with the CSIRO executive, broader CSIRO team and key stakeholders, and develop strategies and implement best practice methods to deliver high quality outcomes.
* Oversee and report on project performance to ensure that solutions provided continue to meet the needs of stakeholders, are cost effective and sustainable, appropriately recognise and address risks, and are aligned with project objectives.
* Provide leadership, motivation and guidance to team members and peers, establishing strong team culture based on performance, development and a demonstrated commitment to displaying the highest standard of ethical behaviour and integrity aligned with the principles of CSIRO Values.
* Develop and maintain networks and engage with government and non-government stakeholders, in order to enhance project outcomes.
* Manage significant risks and issues, often in ambiguous situations, by evaluating and interpreting complex information and developing creative solutions and contingencies.
* 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:** 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. Tertiary qualifications or significant experience in a relevant discipline area, such as project management, construction management, architecture, engineering, planning, property management or related areas
2. Well-developed understanding of project management methodologies, contract management, health and safety legislation, and Commonwealth procurement requirements including how these functions integrate with capital works activities in a Commonwealth environment
3. Proven ability to think and act strategically, work independently, identify and manage risks, and identify and evaluate opportunities that optimise project outcomes in line with CSIRO’s strategic direction
4. Demonstrated ability to lead and influence internal and external stakeholders through high level communication skills that can be adapted to the target audience, to achieve project outcomes
5. Demonstrated ability to lead, coordinate and manage a multi-disciplinary team comprised of internal and external project management and consultant personnel, to achieve project outcomes
6. An understanding of Government processes (in particular, planning systems and controls, project planning and delivery)

## Desirable Criteria:

1. Broad knowledge of government policy and experience in the planning and delivery of capital works projects involving laboratories, biocontainment facilities and/or in an operational environment
2. Knowledge of the compliance and regulatory requirements of scientific facilities
3. AIPM or PMI accreditation and Prince 2 or equivalent project management experience
4. Experience in O2D and SAP financial reports, or demonstrated experience in other project/asset based financial systems

## Special Requirements:

This is a security assessed position; applicants must be an Australian citizen. 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. Details will be discussed with the relevant candidate.

This position requires a National Health Security Check.

The Project Coordinator will be required to undertake domestic travel periodically.

**Security Assessment and Microbiological Security Requirements for Personnel Working on the Australian Animal Health Laboratory (AAHL) Site:**

* The nature of our work requires that each person working on site must comply with the conditions described below.
* Certain positions including those working in the AAHL microbiological secure area will require security clearance at a level appropriate to duties of the position. Confirmation of the appointment is subject to obtaining that clearance.
* It is essential that all work on exotic or emerging diseases carried out at AAHL is conducted in a safe manner to prevent the escape of the disease agents used, and to this end, all activities and personnel will be subject to appropriate microbiological security measures. Consequently, while working at AAHL, you may not reside on a property on which are kept any of the following animals: sheep, cattle, pigs, goats, horses, asses, mules and camelids, any other cloven-hoofed animal, fowls, turkeys, geese, domestic ducks, caged birds, emus or ostriches. Personnel working with diseases of aquatic animals may not keep aquarium fish at their place of residence and at times specific species may be excluded depending on the nature of the work conducted.
* In addition, for a period of seven days after working in the microbiologically secure area of AAHL, personnel may not have close contact with any of the above animals, amphibians or birds or the actual places where these animals are held or visit any aquatic animal farm or aquatic animal hatchery.
* Working in the barrier maintained Small Animal Facility or the Werribee Animal Health Farm requires avoidance of additional animals such as mice, rats, guinea pigs, rabbits, ferrets and poultry for a minimum of 3 days prior to arrival.
* Certain positions will require medical assessment and vaccinations against various agents.
* Positions working at PC4 will also require a pre-employment psychological assessment.
* Given AAHL’s role in the International Regional Program, there may be a requirement for some personnel to travel internationally and if required for this work, suitable staff should be able to obtain a valid passport and obtain applicable vaccinations.
* Should an emergency response situation arise, AAHL may be required to implement the Emergency Animal Disease Response Plan and personnel may need to contribute to response requirements, including after-hours work
* Personnel must abide by Occupational Health, Safety and Environment regulations. Safety signs and directives issued by CSIRO personnel must be complied with at all times.
* Access restrictions apply to the Werribee Animal Health Facility (WAHF) site that is associated with, but remote from, the AAHL site.

Additional information detailing AAHL's micro-security restrictions can be found at it:

<http://www.csiro.au/resources/AAHLStaffRestrictions.html>

## 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 [Australian Animal Health Laboratory](https://www.csiro.au/en/Research/Facilities/AAHL)