# Position Description

## Technical Services – CSOF2

The following information is for applicants

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| Advertised Job Title**:** | CBIS Officer – General Services (Handyperson) |
| Job Reference: | 62825 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian Citizens Only |
| Percentage of Client Focus - Internal: | 80% |
| Percentage of Client Focus - External: | 20% |
| Reports to the: | CBIS Manager – General Services |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Jon Salmon - Enterprise Support Officer [Jon.Salmon@csiro.au](mailto:Jon.Salmon@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:

The role of Technical Staff in CSIRO is to provide support for scientific research in a diverse range of laboratory and field situations across a range of different research projects. This support consists of the application of accepted technical practices and the development of new practices. The work is usually carried out as a member of a centralised service.

Working closely with facilities staff from CSIROs’ Business and Infrastructure Services (CBIS), the role of CBIS Officer – General Services is to provide a range of building and grounds maintenance services and handyperson duties in support of CSIROs AAHL facility.

## Duties and Key Result Areas:

* Undertake building maintenance tasks throughout the facility including laboratory areas ensuring building surfaces and finishes are compliant with relevant regulations.
* Undertake regular inspections and cleaning tasks (housekeeping) to ensure a safe workplace is maintained within the workshop and associated work areas.
* Provide input as required on the processes, procedures and equipment, in support of site infrastructure.
* Assist in overall responsibility for the care of workshops, machines and tooling and implementing preventative maintenance routines
* Source materials, parts ensuring compliance with CSIRO procurement policy, determining most suitable cost-effective materials
* Investigate all Incident Reports, specifically related to door seal failure
* Assist with site contractor management of sub-contractors
* Update site records, ensuring Databases are kept up to date
* Assist with regular de-ashing of the microbiologically secure carcass and waste incinerators
* Ensure all work activities are captured and recorded in the CMMS
* Provide general assistance to General Services and CBIS engineering teams as required
* Respond courteously and efficiently to requests for your services, keep clients informed about progress and redirect requests to appropriate staff when required.
* Under general supervision undertake a range of technical tasks requiring skills developed through experience or technical/trades training, within instructions for the method/approach and the techniques that are to be used.
* Exercise discretion when undertaking task such as sourcing and replenishing supplies, fault finding, routine maintenance, scheduling of work and the selection of appropriate materials, methods, equipment or tools.
* Provide instruction on, and assistance to staff with activities pertaining to the immediate work area and responsibilities, as required.
* Undertake any site specific training as required.
* Operate a vehicle or machinery requiring a licence
* 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 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.

## CSIRO Competencies:

1. **Teamwork and Collaboration: Demonstrates initiative, actively contributing as a team member. Supports team decisions and keeps other team members up to date about individual actions. Shares all relevant and useful information. Pitches in and helps other team members when necessary.**
2. **Influence and Communication: Communicates basic facts in a courteous manner including posing appropriate questions to gain factual information.**
3. **Resource Management/Leadership: Provides instruction and assists other staff to complete allocated tasks and activities.**
4. **Judgement and Problem Solving:** Selects appropriate solutions to clearly defined problems using readily available information. Alternatives are limited and prescribed or apparent.
5. **Independence: Accepts personal responsibility for doing the job well. Looks for opportunities to improve the way things are done and makes recommendations accordingly.**
6. **Adaptability:** Accepts the need for change to work routines or technology.

## Selection Criteria:

*Under CSIRO policy only those who meet all selection criteria can be appointed.*

1. Relevant skills or proven experience in related Building or Engineering field.
2. Willingness and ability to work across all areas in the AAHL Zone as directed by the Executive Manager Business & Infrastructure Services
3. Demonstrated knowledge, skills and experience in the delivery of building services to support site based facility management, and office/ laboratory refurbishments
4. Demonstrated ability to liaise with and oversee contractor personnel
5. Proven team participation and interpersonal skills and a strong "customer service" focus
6. Demonstrated knowledge/experience and appreciation of relevant procedures/protocols associated with HSE requirements applicable to personnel operations, safety and security at CSIRO’s research facilities

## Special Requirements:

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

The successful applicant will be required to–

* Have or obtain forklift license and undertake additional training as required to successfully undertake the role in a reasonable timeframe.
* Obtain and maintain a security clearance at the Negative Vetting Level 1
* Be willing to undergo AAHL - Security Assessment and Microbiological Security Requirements for Personnel Working on the Australian Animal Health Laboratory (AAHL) Site.
* Complete a National Health Security Check and a Standard medical check with Audio.
* Be willing and able to adhere to CSIRO AAHL microbiological security requirements and HSE policies.
* Be willing and able to be vaccinated against rabies, hepatitis B, Japanese encephalitis or other agents.
* Possess or have the ability to obtain a current Australian C class driver’s license, reside within 45 minutes travelling time to AAHL and be willing to participate in an on-call roster

**Security Assessment and Microbiological Security Requirements for Personnel Working on the AAHL Site.**

The nature of our work requires that each person working on site must comply with the conditions described below.

* The appointee is required to pass a 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 and mules, 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 personnel working with cane toad material must avoid contact with amphibians.
* 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 requires avoidance of additional animals such as mice, rats, guinea pigs, rabbits and poultry 3 days prior to arrival.
* 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.

## 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)