# Position Details

## Administrative Services – CSOF3

The following information is for applicants

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| Advertised Job Title**:** | Procurement Officer (Panels, Category and Travel Management) |
| Job Reference: | 61293 |
| 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: | Team Leader (PCTM), Strategic Procurement |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Greg Bailey via email: [greg.bailey@csiro.au](mailto:greg.bailey@csiro.au)  *Please do not email your application directly to Mr Bailey. 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 Procurement Officer (Panels, Category and Travel Management (PCTM)) role will be part of the PCTM team. The role will be working within the Strategic Procurement section and be primarily responsible for the administration of CSIRO’s Office Products and Freight contracts. The role also provides a range of procurement and corporate travel support activities to ensure the section achieves its objectives.

Key interactions will be with internal CSIRO business units, external stakeholders and suppliers, government agencies, and a range of services providers to CSIRO in relation to Standing Offer Arrangements (Panels).

## Duties and Key Result Areas:

Contract management and reporting:

* Contract management and administration support for office products and freight contracts.
* Analyse data and develop executive reports from contract data and identify areas of contract improvement, efficiencies, savings and opportunities to increase client satisfaction from contract reporting.
* Resolve contract operational issues that arise.
* Account reconciliation and other contract maintenance.
* Lead small projects to finality and implement initiatives that will provide benefits to the organisation.
* Assist with management of panel procurements in order to provide additional capacity to meet periods of high workload demand.
* Facilitate and advise clients in relation to procurement activities to ensure compliance with internal procedures and Commonwealth Procurement Rules.

CSIRO Travel (Domestic and International) support:

* Answer questions from staff, resolve questions, in relation to international travel and domestic travel.
* Provide technical advice on government travel in accordance with CSIRO’s travel policy which comply with the Commonwealth Procurement Rules.
* Identify areas for improvement and draft changes to update or develop new policy.
* Implement small projects including the effective communication of changes and collaboration with stakeholders.

General:

* Work independently and have the capability to identify and implement improvement opportunities.
* Respond courteously and efficiently to client requests, maintaining clear communication.
* Use sound problem solving skills and sound judgement to ensure consistent decision making in accordance with government and CSIRO policy.
* Under technical direction, undertake a range of procurement and administration tasks, with discretion in selecting the most appropriate method and sequence of completing tasks.
* Provide support to more senior staff, deliver precedent-based policy and procedure interpretation and advice, and instruct others on routine administrative activities, as required.
* Recommend improvements to systems and procedures and implement any approved changes.
* 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: Proactively seeks and considers the ideas and opinions of others from within and outside the team to help form decisions, plans or actions.**
2. **Influence and Communication: Puts forward ideas by presenting factual information supported by data, definitions, examples, illustrations or other aids, which will assist in conveying meaning.**
3. **Resource Management/Leadership: Provides instruction and assists other staff to complete allocated tasks and activities.**
4. **Judgement and Problem Solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
5. **Independence: Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).**
6. **Adaptability:** Willingness to change ideas or perceptions based on new information, contrary evidence or other people's points of view. Prepared to try out different approaches.

## Essential Criteria:

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

1. Relevant qualifications in procurement, government, administration or travel and/or relevant work experience in supporting government policy and procedures.
2. Demonstrated experience in contract management and/or procurement.
3. Demonstrated experience in the identification of improvements to current processes, coupled with the ability to communicate alternative and improved practices to key stakeholders to support CSIRO’s position as a Commonwealth Agency.
4. Well-developed oral and written communication skills with a demonstrated capability in establishing and maintaining productive working relationships with a variety of stakeholders including Commonwealth departments, external and internal stakeholders.
5. A history of professional and respectful behaviours and attitudes in a collaborative environment including the ability to work effectively as part of a team.

## Special Requirements:

The successful applicant will be required to consent to a National Police Check.

## About CSIRO:

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