# Procurement Officer – CSOF4

The following information is for applicants

|  |  |
| --- | --- |
| Advertised Job Title**:** | Procurement Officer |
| Job Reference: | 61831 |
| Relocation Assistance**:** | May be provided to the successful candidate if required. |
| Applications Are Open To: | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Percentage of Client Focus - Internal: | 90% |
| Percentage of Client Focus - External: | 10% |
| Reports to the: | Enterprise Manager, Strategic Procurement  |
| Number of Direct Reports: | 0 |
| Name and Contact Details for Applicant Enquiries: | Nicky Sultana via email Nicky.Sultana@csiro.au  |
| Contact Details for Applying: | Call 1300 984 220 or email 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 Nicky Sultana. Applications received via this method may not be considered by the selection panel. |

## Role Overview:

Administrative staff in CSIRO provides administrative and management services to support the effective provision of research and development activities. This involves the development and implementation and/or administration of policies, systems and procedures that assist the organisation and the business units to achieve their objectives and meet Government and regulatory responsibilities.

Strategic Procurement is seeking a Procurement Officer with procurement, stakeholder management, administration and organisational skills. Key interactions will be with internal CSIRO business units, Department of Finance, Commonwealth entities and CSIRO suppliers.

The position will require a strong procurement experience, customer focus, excellent communication abilities and interpersonal skills, augmented by a working knowledge of the Commonwealth Procurement Rules (CPR) and how they apply to a Corporate Commonwealth Entity (CCE). Applicants will have a demonstrated ability to apply procurement knowledge to provide support to stakeholders through commercial/risk-based models to develop efficient and effective procurement and contracting strategies.

The position will be required to work autonomously on most tasks, and the occupant will be expected to display initiative and be proactive.

The occupant will be focussed on participating effectively as a team member and meeting team objectives and outcomes. The position will be required to work across the team to achieve position and team objectives.

## Duties and Key Result Areas:

* Procurement Activities
	+ Undertake complex procurement activities and contract management in a manner which is compliant with the Commonwealth Procurement Rules (CPRs).
	+ Responsible for developing all procurement documentation associated with complex procurement.
	+ Assist in negotiations with suppliers and manage issues to successful agreement.
	+ Provide support in developing complex sourcing strategies towards achieving CSIRO and collaboration partner’s strategic objectives.
	+ Contribute to improvements with procurement standards and procedures.
	+ Provide advice to staff in relation to procurement activities to ensure compliance with internal procedures and Commonwealth Procurement Rules.
* Contract development/management
	+ Develop contracts as an outcome of tendering activities.
	+ Support business units in the development and review of contracts.
	+ Assist CSIRO business units to set and monitor supplier’s compliance with contract terms and conditions, deliverables and reporting requirements.
	+ Assist in the management of commercial risks, not identified in contract implementation, to ensure that these do not adversely impact CSIRO or our collaboration partners.
* Relationship Management
	+ Provide support to delivering government policy and CPR compliant Procurement Strategies within complex multi-tiered stakeholder groups.
	+ Support CSIRO and our collaboration partner team members.
	+ Effectively manage and partner with suppliers to build relationships to achieve mutually beneficial outcomes by availing of suppler expertise and deriving efficiencies and improved outcomes while mitigating risks and increased compliance with contract terms and conditions, deliverables and reporting requirements.
	+ Assist in the resolution management of contractual issues and disputes in a timely manner to minimise the impact on the business.
	+ Works as part of the team and supports team objectives set by Management.
	+ Ensure risks and issues are escalated to the appropriate delegate in a timely manner.
* 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’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. Demonstrated ability in undertaking and delivering complex procurements throughout the entire procurement lifecycle.
2. Demonstrated capability to think strategically to support strategic direction of CSIRO and understand CSIRO’s position as a Commonwealth agency in managing procurement, contract negotiation and contract management.
3. Demonstrated ability to take responsibility for managing work projects to achieve results in a professional and timely manner and respond positively to change.
4. Demonstrated capability in establishing and maintaining productive working relationships with a variety of stakeholders.
5. Highly developed and influential communication skills.
6. The ability to work effectively in a team environment, proactively collaborating and consulting with internal and external stakeholders, as well as sharing resources to accomplish objectives.
7. Demonstrated ability and willingness to generate improved solutions to complex problems and resolve complaints using creativity, reasoning and past experience.

## Desirable Criteria:

1. Relevant qualifications and/or experience in procurement or government are highly desired.
2. Working knowledge of the Commonwealth Procurement Rules (CPR) and how they apply to a Corporate Commonwealth Entity (CCE) organisation

## Special Requirements:

A National Police Check is required to be lodged by the successful applicant and clearance to be received before commencing.

## About CSIRO:

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