# Position Description - Facilities Support Officer

## Technical Services – CSOF4

The following information is for applicants

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| Advertised Job Title**:** | Facilities Support Officer |
| Job Reference: | 62062 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | [x]  Australian Citizens Only |
| Percentage of Client Focus - Internal: | 80% |
| Percentage of Client Focus - External: | 20% |
| Reports to the: | Science Technology Coordinator |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Jennifer Parnell – Jennifer.Parnell@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’ through the ‘People Hub’ icon  |

## Role Overview:

Funded by Government since 1984, the Marine National Facility (MNF) provides a keystone element of the nation’s research infrastructure by providing the only blue-water research capability available for work in Australia’s vast marine estate.

Scientific research undertaken through the MNF is selected through an independent and peer reviewed process for scientific and technical excellence and contribution to Australia’s national benefit. The research provides key information to government, industry and other stakeholders to support evidence based decision-making focused on research challenges in fisheries management, geological resources, regional and global climate, coastal and offshore developments and marine operations.

The MNF comprises three teams: Science Operations; Facilities; and Governance, Policy and Outreach. Ship management services including crewing, technical ship maintenance, compliance and domestic and international maritime regulations, and management of port periods and dry docks are provided by an external provider. Scientific technical services to support the deployment at sea and ongoing maintenance of scientific equipment and instruments on-board the RV *Investigator* is provided by the Engineering and Technology Program of the CSIRO Oceans and Atmosphere.

**Research Vessel**

The 94m Research Vessel, *Investigator*, undertakes multidisciplinary research in the oceans and seas around Australia. RV *Investigator* was commissioned in 2014-2015 and has a crew of 20. It can carry up to 40 scientist and technicians and has an autonomy at sea of 60 days, enabling research to be carried out in remote regions from the tropics to the ice-edge. For further information about the MNF visit our website at hhtp://www.mnf.csiro.au/.

**The Role**

The Facilities Support Officer will be part of the Facilities Team within CSIRO’s Marine National Facility (MNF). The Facilities Team is responsible for managing the contract with the external ship management provider, and works closely with the CSIRO’s Engineering and Technology Program to procure, coordinate maintenance, and ensure the science readiness of scientific instruments and equipment including containerised laboratories.

The Facilities Support Officer reports to the Science Technology Coordinator and will work collaboratively within the team as well as with a range of stakeholders to support the operational and equipment requirements of the RV *Investigator*. The role will require interstate and, occasionally, overseas travel and there will be opportunity to go to sea as part of providing support more broadly in the MNF.

## Duties and Key Result Areas:

* Manage and coordinate the storage, preparation, freight and logistics of MNF equipment and spares for voyages.
* Assist with the transition to, and effective implementation, adoption and management of, the online science equipment inventory including data entry and stocktake of equipment, parts and spares.
* Assist with mobilisation and demobilisation activities during port periods in Australian and foreign ports as required.
* Assist with the development and review of procedures and safe work instructions for MNF equipment and facilities.
* Liaise closely with a range of stakeholders including technical support teams, marine crews and external contractors to ensure effective planning, logistics and equipment requirements are met for voyages.
* Contribute to the development and execution of capital procurement for scientific equipment, and assist with special projects and complex procurements as required.
* Work flexibly, positively and cooperatively as a member of the Facilities Team and other teams, using shared resources and seeking advice as required.
* Undertake the role of Voyage Manager on designated voyages as required.
* 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: 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.

## Selection Criteria:

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

1. Demonstrated experience in the coordination of projects, including the ability to plan, organise and monitor progress against firm timelines, to achieve successful outcomes and client satisfaction.
2. Demonstrated experience in the operation of complex databases and/or inventory management systems, with the ability to develop and implement new processes and procedures.
3. Proven ability to communicate openly and respectfully with a range of internal and external stakeholders in the interests of good business practice, and work collaboratively with others to achieve common goals.
4. Proven ability to develop and implement concise and accurate documentation for a range of users.
5. Proven ability to work cooperatively across multiple teams to solve problems and negotiate agreed solutions.

## Desirable Criteria:

1. Engineering, science, freight and logistics, or maritime qualifications and/or relevant experience.
2. Forklift licence or the ability to obtain one.
3. Current driver’s licence.
4. Hold, or have the ability to obtain, relevant certificates in the movement of dangerous goods by sea and road.

## Special Requirements:

Appointment to this role is subject to the following:

* Obtaining a security clearance and MNF sea-going medical clearance
* Obtaining a Maritime Security Identification Card
* Ability and willingness of the appointee to travel interstate, internationally, and at sea

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