# Position Details

## Research Projects- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Verification Services Executive Officer |
| Job Reference | 64178 |
| Tenure | Specified Term of 2 years  Full-time |
| Salary Range | AU$83,687 to AU$94,679 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Clayton VIC or North Ryde NSW |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent  Residents Only  (Or applicants having working rights for the length of the  term, who do not require sponsorship) |
| Position reports to the | Team Leader, Verification Services, Infrastructure Technologies |
| Client Focus – Internal | 75% |
| Client Focus – External | 25% |
| Number of Direct Reports | 0 |
| Enquire about this job | Tracey Gramlick via email Tracey.Gramlick@csiro.au |
| How to apply | Apply online at <https://jobs.csiro.au/>  Internal applicants please apply via **Jobs Central**  If you experience difficulties when applying, please email [careers.online@csiro.au](mailto:careers.online@csiro.au) or call 1300 984 220. |

### Role Overview

The role of Research Projects staff in CSIRO is to collaborate in scientific activities with other research staff usually by assisting with detailed planning, undertaking or assisting with experimental and observational work, and in carrying out the more practical aspects of the work. At senior levels, Research Projects staff may be involved in providing consulting services, science management and/or industry liaison.

The Verification Services Officer will work within the Infrastructure Technologies' Verification Services team to fulfil duties primarily within the Australian Paint Approval Scheme (APAS) and also provide support the Painting Contractor Certification Program (PCCP). The schemes are co-dependent with one focussed on product integrity and the other on compliant application.

The role includes development, administrative and operational support of the APAS scheme, provision of technical guidance and approving auditing duties at customer sites.

The Verification Services Officer will directly communicate with commercial customers at all levels of the industry to provide certification of paint products and their application. The position is directly responsible for the operation of the scheme.

### Duties and Key Result Areas:

* Act as the technical coordinator between APAS members, industry and the government.
* Ensure that the APAS is technically robust, independent and relevant by keeping specifications up to date.
* Provide administrative and operational support to APAS while providing additional support to the executive officer of the PCCP scheme.
* Maintain a technical advisory panel to assist where required with the resolution of technical matters.
* Coordinate maintenance and revisions of the document sets underpinning the schemes.
* Coordinate field audit services to support the APAS and PPCP schemes, scheduling audits and providing audit services.
* Provide administrative support to the Schemes, coordinating with relevant staff for commercial contracting and invoicing.
* Convene and Chair technical committee meetings for APAS Scheme.
* Actively participate in the Quality Management and NATA accreditation for Infrastructure Technologies.
* Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work as part of a multi-disciplinary, often regionally dispersed research team, to carry out tasks under limited direction in support of scientific research.
* Work collaboratively with colleagues within your team, the business unit and across CSIRO, to reach objectives.
* Allocate activities, direct tasks and manage resources to meet objectives.
* Foster open communication, provide coaching and on-the-job training to both support and research colleagues, as required, and provide recognition and acknowledgement for staff achievements.
* Adapt and/or develop original experimental methods/equipment/software/concepts/ ideas in support of existing and further research.
* Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## **Required Competencies:**

* **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.
* **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.
* **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.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **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**

#### Essential

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

1. Relevant Bachelors/Masters Degree &/or equivalent experience in materials science, specifically related to paint/coatings manufacture and field application.
2. Recognised competency in lead auditing, e.g. Diploma of Quality Auditing
3. Extensive knowledge in the documentation, application and maintenance of management systems related of laboratories (ISO 17025), product certification (ISO 17065), environment (ISO 14001) and quality (ISO 9001).
4. Report writing skills.
5. Ability to perform in an independent and self-directed work environment to achieve strategic and financial goals.
6. The ability to work effectively as part of a multi-disciplinary, regionally dispersed research team, and carry out tasks autonomously in support of scientific research.
7. Demonstrated ability & willingness to contribute novel ideas and approaches in support of scientific investigations.

## **Desirable:**

1. Minimum of two years of quality system management auditing.
2. Familiarity with contact and financial management processes.
3. Oral presentation skills.
4. Website and database development.

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.

Include if relevant:

* The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.
* The successful candidate will be required to undertake a combination of national and international travel from time to time.

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