# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants |
| Advertised Job Title | Procurement Officer |
| Job Reference | 64901 |
| Tenure | Indefinite Full-time  |
| Salary Range | AU$83,687 to AU$94,679 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Canberra, ACT |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian PermanentResidents Only |
| Position reports to the | Enterprise Manager, Strategic Procurement |
| Client Focus – Internal | 50% |
| Client Focus – External | 50% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Donna Ray via email at Donna.Ray@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 or call 1300 984 220. |

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

The position is within National Facilities, Collections, Business and Infrastructure Team of the Strategic Procurement Section. The position requires someone with strong stakeholder focus, excellent communication abilities and interpersonal skills to manage on-going relationships, augmented by a high- level working knowledge of the Commonwealth Procurement Rules (CPRs) and how they apply to a Corporate Commonwealth Entity (CCE).

The position will provide support to stakeholders through commercial/risk-based models to develop efficient and effective procurement and contracting strategies to support large infrastructure and capital expenditure projects and maintenance programs.

The position requires someone with a comprehensive understanding of procurement methodologies, and the ability to lead strategic to complex procurements and provide advice to staff on the best procurement methods available to support the business unit objectives.

The position will be required to work autonomously on most tasks, and the occupant will be expected to display initiative and be proactive in identifying opportunities for improvement and display sound decision-making skills.

The occupant will be focussed on participating effectively as a team member.

The position is required to engage effectively with Strategic Procurement stakeholders and establish strong relationships with clients and stakeholders to ensure CSIRO objectives and outcomes are met.

### Duties and Key Result Areas:

### Procurement Activities:

1. Undertake and take the lead in managing complex procurement activities and establish contracts that are compliant with the Commonwealth Procurement Rules (CPRs).
2. Development of all procurement documentation associated with complex procurement, in particular, procurements related to capital expenditure, infrastructure and property maintenance.
3. Assist in negotiations with suppliers and manage issues to successful agreement.

**Develop contracts as an outcome of tendering activities:**

1. Support business units in the development and review of contracts.
2. Assist CSIRO business units to set and monitor supplier’s compliance with contract terms and conditions, deliverables and reporting requirements.
3. Focus on continuous improvement and manage approved change initiatives.

**Relationship Management**

1. Effectively manage and partner with CSIRO clients and suppliers to build relationships to achieve mutually beneficial outcomes. This could be deriving efficiencies and improved outcomes while mitigating risks and increased compliance with contract terms and conditions, deliverables and reporting requirements.
2. 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.
3. 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.
4. Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
5. 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. A relevant Certificate or tertiary qualification, such as Procurement, Government, Administration and/or relevant work experience.
2. Demonstrated ability in delivering strategic to complex procurements throughout the entire procurement lifecycle.
3. Demonstrated ability to take responsibility for managing work projects to achieve results in a professional and timely manner, meeting deadlines and respond positively to change.

## **Desirable:**

1. Working knowledge and application of the Commonwealth Procurement Rules (CPRs) and how they apply to a Corporate Commonwealth Entity (CCE)

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 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.

## **About CSIRO:**

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