# Position Details

## Administrative Services- CSOF4

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| The following information is for applicants | |
| Advertised Job Title | Procurement Advisor |
| Job Reference | 69141 |
| 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) | Black Mountain, ACT |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian or New Zealand Citizens (already residing in Australia) or Australian Permanent Residents only |
| Position reports to the | Team Leader, Strategic Procurement |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Greg via email at greg.bailey@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

## 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.

The position requires a Procurement Advisor with extensive hands on experience in strategic and complex procurement activities, whilst ensuring compliance with the Commonwealth Procurement Rules (CPRs) and government interconnected policies. Previous experience in Capital works and Construction procurements would be an advantage but not essential.

The Procurement Officer will be required to provide procurement advice and undertake complex procurements, on behalf of various CSIRO business units. The Procurement Officer will be required to lead procurements throughout the entire lifecycle and be responsible for developing all procurement documentation with assistance from relevant stakeholders. Therefore, previous experience in undertaking complex procurements independently is essential.

The Procurement Officer will be required to have demonstrated experience in the following areas:

* Work experience and knowledge of the Commonwealth Procurement Rules (CPR) and how they apply to a Corporate Commonwealth Entity (CCE).
* Guiding stakeholders to ensure the most efficient, effective, innovative and compliant procurements.
* Developing and preparing tender documentation, with support of business units.
* Communicating effectively and working with stakeholders, taking responsibility for leading procurements and tender activities proactively.

### Duties and Key Result Areas:

**Procurement and Tender related Activities**

* Undertake strategic procurement and complex tender related activities in accordance with the Commonwealth Procurement Rules (CPRs).
* Develop and prepare all procurement and tender documentation associated with complex procurement and lead the procurement from the planning stage through to contract execution.
* Provide advice to staff in relation to procurement activities to ensure compliance with internal procedures and Commonwealth Procurement Rules.

**Contract development**

* Develop contracts as an outcome of tendering activities.
* Support business units in the development and review of contracts.

**Relationship Management**

* 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.
* Ensure risks and issues are escalated to the appropriate delegate in a timely manner.

**Other Duties**

* Procurement reporting and other duties as directed.
* Liaise with internal clients to anticipate their needs, ensure the relevance of the activity and achievement of team objectives, take personal responsibility for guaranteeing client satisfaction, and correct problems promptly and in a constructive manner.
* Establish networks with other professionals in your field to ensure that the service provided continues to add value and deliver training on procedural issues or systems developments to clients and team members.
* Using discipline expertise develop and review policies, procedures, systems and make recommendations to guide management decisions.
* 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 procedures and policy, Diversity initiatives and Making Safety Personal 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. Knowledge of the Commonwealth Procurement Rules (CPR) and how they apply to CSIRO as a Corporate Commonwealth Entity (CCE) organisation in managing procurement, contract negotiation and contract management.
2. Demonstrated experience in leading and delivering complex procurements throughout the entire procurement lifecycle.
3. Demonstrated experience working effectively in a team environment, proactively collaborating and consulting with internal and external stakeholders, as well as sharing resources to accomplish objectives.
4. Ability to think strategically to support the strategic direction if CSIRO in the way procurements are undertaken.
5. Ability to conduct procurements in accordance with the Commonwealth procurement Rules in a fast paced and diverse organisation.

**Desirable Criteria**

1. Qualifications and/or experience in government procurement is highly desired.
2. Experience in Capital Works procurement is highly desirable.

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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