# Position Details

## Administrative Services- CSOF5

|  |
| --- |
| The following information is for applicants |
| Advertised Job Title | Logistics & Admin Manager, CDSCC |
| Job Reference | 67349 |
| Tenure | Indefinite Full-time  |
| Salary Range | AU$98,735 to AU$106,848 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Canberra Deep Space Communication Complex (CDSCC) Tidbinbilla, ACT |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian Citizens Only |
| Position reports to the | Deputy Director, CDSCC |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | Team of 8 (incl. Team Leads) |
| Enquire about this job | Contact John Phillips via email at John.Phillips@csiro.au or phone +61 2 6201 7897 |
| 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.

The Logistics and Admin Manager is responsible for leading a small team to provide logistics and administrative advice relevant to the NASA Jet Propulsion Laboratory (JPL) contract and support services functions that contribute to the development and optimisation of systems and processes. Specifically, this role will partner with the CSIRO enterprise support functions regarding strategic, site and facilities matters to deliver efficient and progressive support services to the CDSCC Program. It will execute operational and strategic planning processes, monitor performance and identify issues and opportunities for improvements.

Reporting to the Program Deputy Director, and as a member of the CDSCC Management Team, the position works collaboratively as part of a multi-disciplinary and regionally dispersed team to carry out tasks in support of CSIRO’s scientific objectives. It is required to interact with customers and stakeholders at both operational and executive level.

### Duties and Key Result Areas:

* Manage a small team of staff to deliver on the physical and administration (contracts, procurement inventory/logistics) services to the site and take responsibility for the performance management and career development of the team.
* Provide specialist advice relevant to CDSCC operations and activities;
* Support the CDSCC Leadership Team to deliver on all facets of the NASA/JPL contract;
* Coordinate internal and external reviews and collect data to report on progress against contract deliverables, strategy and outcomes.
* Establish and maintain local policies and procedures that ensure compliance with relevant CSIRO, Australian and our U.S. customers contract, laws and regulations in partnership with JPL/NASA and CSIRO governance teams (e.g. Export Administration Regulations – EAR, Site Security, Administration, CSIRO governance);
* Support the Director, CDSCC in delivery of NASA Operational requirements such as the CDSCC administrative elements for the NASA Ballooning program, Bilateration Ranging Transponder System (BRTS) in Northern Territory and Tracking and Data Relay Satellite System (TDRSS) in Western Australia;
* Work with CSIRO Enterprise Support to enhance contract delivery through the effective application of contract and supplier management models, including (but not limited to) cleaners, canteen, fleet vehicles, security and any major procurement activities; and ensure effective management of assets, consumables, freight and inventory;
* Working closely with the CASS Leadership team and CASS EO, coordinate the responses for CDSCC to complex or sensitive internal and external requests for information;
* Lead and support complex or sensitive initiatives and projects as required, including the implementation of enterprise change initiatives for the Program, for CASS and the broader CSIRO;
* Create a culture of continuous improvement that streamlines and/or automates current practices and reduced waste;
* Strive for “Zero Harm” (physical and psychological) by supporting of Business Unit HSE initiatives;
* 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:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
* **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:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
* **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 tertiary qualification (business, supply chain, logistics or project management) and/or equivalent experience of at least 5 years;
2. Previous experience managing small teams and leading projects;
3. Demonstrated experience in customer contract management for facilities, logistics and/or operations and maintenance management;
4. Ability to deal with incomplete information, ambiguity, urgency and complexity when developing appropriate responses;
5. Demonstrated ability to collaborate widely, both internally and externally, and provide guidance to managers and staff;
6. Excellent written and verbal communication skills with a high level of analytical, literacy and reporting skills.

## **Desirable:**

1. Working knowledge of Maximo and/or SAP business management systems.
2. Working knowledge of regulatory requirements, policies and protocols including QA/QC, and international regulations e.g. Export Administration Regulations (EAR).

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.

* Evidence of a recent 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.
* This role has child safety obligations. Accordingly, the successful candidate will be required to obtain a working with vulnerable people check prior to confirmation of appointment.
* As this site works directly with NASA and JPL, the successful applicant will be required to obtain an Export Administration Regulations (EAR) clearance/approval.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!