# Manager HR Reporting and Analytics

Role summary for potential applicants

|  |  |
| --- | --- |
| Advertised Job Title**:** | Manager HR Reporting and Analytics |
| Reference Number**:** | 55936 |
| Classification**:** | CSOF6 |
| Salary Range: | AU$109k to AU$128k per annum, plus up to 15.4% superannuation |
| Location**:** | Negotiable, Black Mountain ACT preferred |
| Tenure: | Indefinite |
| Relocation assistance**:** | Will be provided to the successful candidate if required. |
| Applications are open to: | Australian Citizens Only  Australian/New Zealand Citizens and Australian Permanent Residents Only   * All Candidates |
| Functional Area**:** | Administrative Services |
| % Client Focus - Internal: | 80% |
| % Client Focus - External: | 20% |
| Reports to the: | Executive HR Manager - HR Services |
| Number of Direct Reports: | 1 x CSOF4 HR Reporting Advisor |

|  |
| --- |
| **Role Overview:** |
| The new role of Manager HR Reporting and Analytics will provide management support to the Human Resources function and CSIRO more generally in the areas of people metrics, reporting and predictive analytics.  The role will support the Human Resources community to identify business challenges and use data analysis to help influence changes to people practices.  Collaborating with other functions such as: Information Management and Technology; Data61, Finance; and Planning, Performance and Evaluation, the Manager HR Reporting and Analytics will establish a HR reporting and analytics framework for CSIRO and utilise technology and analytical tools to develop and analyse enterprise-wide people and cross functional data.  The position will require collaboration with subject matter experts across the various people functions (learning and development, HR services, talent management, diversity and compliance) to promote data governance (e.g. integrity) and to improve overall strategic and operational performance and insight.  The role will facilitate domain expertise for human capital analytics, and will require communication of findings to senior management via formal presentations and standard management reporting on a periodic/quarterly/annual basis.  The position will provide CSIRO representation on external benchmarking groups and bring insights back into the organisation. |

|  |
| --- |
| **Duties and Key Result Areas:** |
| **Leadership**   * Build and lead the HR function’s reporting and analytics capability. * Establish a reporting and analytics framework in collaboration with other CSIRO stakeholders. * Serve as a member of the HR Leadership Team. * Contribute to the continuous improvement of reporting and analytics practices in HR. * Support and/or mentor staff as appropriate to develop analytical and research capacity. * Collaborate within the team to maximise work outputs, and to identify and address skill and knowledge development needs.   **Workforce Data Reporting and Analysis**   * Undertake high level research and analysis of internal and external workforce data and identify key workforce trends and issues concerning the CSIRO workforce. * Gather user requirements for reporting and analytics purposes. * Co-ordinate and undertake the analysis of workforce data, and evaluates the system-wide impacts. * Maintain an awareness of workforce trends, benchmarks and issues particularly in relation to large and/or complex organisations. * Apply highly advanced computer skills and experience in various system applications including interrogating and manipulating large datasets. * Undertake forecasting and scenario analysis pertaining to workforce data. * Contributes to specialist, strategic system-wide advice to key stakeholders relating to workforce issues, strategies and initiatives, including data reform. * Researches and prepares presentations, briefing notes, responses to parliamentary questions, ministerials and other correspondence in relation to workforce data.   **Collaboration and Communication**   * Develop and maintain partnerships and networks with key stakeholders. * Liaise with a wide range of internal and external stakeholders in the development and implementation of workforce related strategies and initiatives. * Provide support to and/or represent HR on related committees and working parties as required. * Contribute to continuous improvement in the reporting and dissemination of workforce information to internal and external key stakeholders.   **Project Management**   * Co-ordinate and/or participate in project teams at various levels, using applied project management principles and processes. * Prepare project plans, briefings, research and evaluation reports, project status reports etc. as required.   **Other duties as directed** |

|  |
| --- |
| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed*  ***Pre-Requisites:***   1. **Education/Qualifications:** A relevant tertiary qualification such as Human Resources or another relevant field and/or reporting and analytics related experience. 2. **Communication:** Excellent written and oral communication skills, including the ability to clearly and succinctly convey information and ideas to individuals and groups. 3. **Behaviours:** A history of professional and respectful behaviours and attitudes in a collaborative environment. 4. **Adaptability:** Demonstrated ability to deal with ambiguity and adapt to changing circumstances and new responsibilities. 5. **Problem Solving:** Proven ability to investigate underlying issues of complex and ill-defined problems and develop creative solutions through abstract thinking.   ***Essential Criteria:***   1. Substantial experience in the preparation and analysis of data in a variety of contexts using software packages such as SAP, Spinifex and Excel (advanced level). 2. Demonstrated high level conceptual, analytical and research skills, with the ability to provide innovative thinking in problem solving and implementing improved work practices. 3. Well-developed verbal and written communication skills, including report writing and interpersonal skills with the ability to negotiate, influence, liaise and consult with a range of stakeholders. 4. Demonstrated effective management and leadership skills within a complex organisation. 5. The ability to work effectively in a team environment, collaborate widely both internally and externally, and provide guidance to managers and staff. 6. Strong organisation skills and ability to perform multiple complex tasks.   **As Australia’s Innovation Catalyst, CSIRO has strategic actions underpinned by behaviours aligned to**:   * Excellent science * Inclusion, trust & respect * Health, safety & environment * Delivery on commitments.   **In your application and at interview you will need to demonstrate alignment with these behaviours.**  ***Special requirements:***  To be eligible for this position you must be willing and able to attend to calls to accommodate different time zones. |

|  |
| --- |
| **Other Information:** |
| **How to Apply**  Please apply for this position online at <https://jobs.csiro.au/> and enter requisition number **55936**. Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’)  Please load your CV (Maximum 2MB). You may also be required to respond to some screening questions.  If you experience difficulties applying online call 1300 984 220 for assistance. Outside Australian business hours please email: [csiro-careers@csiro.au](mailto:csiro-careers@csiro.au).  **Referees**: Please provide contact details of two previous supervisor or academic/professional referees in your resume/CV. We will ask your permission before making contact.  **Referees**: If you do not already have the names and contact details of two previous supervisors or academic/ professional referees included in your resume/CV please add these before uploading your CV.  **Contact:** If after reading the selection documentation you require further information please contact:  Mr Ricky Penavia email: [Ricky.Pena@csiro.au](mailto:Ricky.Pena@csiro.au) or telphone: +61 404 595 288  Please do not email your application directly to Mr Pena. Applications received via this method will not be considered.  **About CSIRO**  Australia is founding its future on science and innovation. Its national science agency, the Commonwealth Scientific and Industrial Research Organisation (CSIRO) is a powerhouse of ideas, technologies and skills for building prosperity, growth, health and sustainability. It serves governments, industries, business and communities across the nation.  Find out more! [www.csiro.au](http://www.csiro.au).  We work flexibly at CSIRO, offering a range of options for how, when and where you work. Talk to us about how this role could be flexible for you.  Find out more! [CSIRO Balance](https://www.csiro.au/en/Careers/A-great-place-to-work/Work-life-balance)  **CSIRO Human Resources** provides support and leadership on people issues to leaders and staff across CSIRO.  Our goal is to develop high performing teams working across boundaries. |