# HR Reporting and Analytics Advisor

Role summary for potential applicants

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| Advertised Job Title**:** | HR Reporting and Analytics Advisor |
| Reference Number**:** | 56948 |
| Classification**:** | CSOF4 |
| Salary Range: | AU$80,833 to AU$91,451 plus up to 15.4% superannuation |
| Location**:** | Canberra (Black Mountain), ACT or Brisbane (Pullenvale preferred), QLD |
| Tenure: | Indefinite |
| Relocation assistance**:** | Will be provided to the successful candidate if required |
| Applications are open to: | Australian/New Zealand Citizens and Permanent Residents Only |
| Functional Area**:** | Administrative Services |
| % Client Focus - Internal: | 100% |
| % Client Focus - External: | 0% |
| Reports to the: | Manager, HR Reporting and Analytics |
| Number of Direct Reports: | 0 |

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| **Role Overview:** |
| The new role of HR Reporting and Analytics Advisor will provide support to the Human Resources function, internal stakeholders and CSIRO more generally in the areas of people metrics and reporting.  The role will support the Human Resources community through the provision of regular and ad-hoc workforce reporting; drawing on extensive knowledge of data processes, manipulation & analysis. Using established knowledge with a range of HRIS and Microsoft systems (SAP, Spinifex, Excel), the HR Reporting and Analytics Advisor will consult with stakeholders, providing solutions and streamlining processes to support business data needs.  The role supports HR objectives by identifying, creating and analysing data information and reports for clients and stakeholders to assist in improving organisational capability.  Collaborating with other functions such as: Information Management and Technology; Data61, Finance; and Planning, Performance and Evaluation, the role will assist the HR Reporting and Analytics Manager in establishing 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 role will collaborate 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 position assists with projects and technology upgrades (where appropriate), analyses and evaluates new HR modules, systems, processes and developments in technology. |
| **Duties and Key Result Areas:** |
| **Workforce Data Reporting and Analysis**   * Provide accurate and timely reporting on a regular and ad-hoc basis to key stakeholders, ensuring a high level of data accuracy, quality and integrity. * Assist in ensuring HR systems are available, tested, maintained and enhanced to support core HR operations to meet current operational and legislative requirements. * Ensure continuity and maintenance of HR systems and online services to support core HR business processes. * Identify and escalate opportunities and initiatives to streamline processes using systems solutions. * Undertake research and analysis of internal workforce data and identify key workforce trends and liaise with relevant internal stakeholder to inform. * Understand CSIRO HR reporting requirements and analyse, organise and present data and information to assist with senior management decision making. * Gather user requirements for reporting and analytics purposes. * Lead and support key HR cyclical activities internally, such as annual performance, talent and merit reviews; and externally such as senate estimates and CSIRO board reporting. * Work closely with information suppliers and stakeholders to understand data and reporting requirements and provide technical advice for HR reporting tools and systems. * Under general guidance, co-ordinate and undertake the analysis of workforce data, and evaluate the system-wide impacts. * Apply highly advanced computer skills and experience in various system applications including interrogating and manipulating large datasets. * Assist with the development and implementation of workforce planning and analytics initiatives, reporting and solutions.   **Collaboration and Communication**   * Develop and maintain partnerships and networks with key stakeholders. * Contribute to continuous improvement in the reporting and dissemination of workforce information to internal key stakeholders. * Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation. * Provide ongoing support, assistance and advice for HR systems users, as and when required. * Participate in project teams at various levels. * Assist HR Reporting and Analytics manager in preparation of project plans, briefings, research and evaluation reports, project status reports etc. as required.   **Other duties as directed** |

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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed*  ***Pre-Requisites:***   1. **Experience:** A minimum of 3 years reporting and analytics experience, preferably in Human Resources or people related domain. 2. **Communication:** Excellent written and oral communication skills, including the ability to clearly and succinctly convey information and ideas to individuals and group to inform, influence, and consult with a range of stakeholders. 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. Experience in the preparation and analysis of data in a variety of contexts using software packages such as SAP, Spinifex and Excel. 2. The ability to work effectively in a team environment, collaborate widely both internally and externally, and provide guidance to managers and staff. 3. Strong organisation skills and ability to perform multiple complex tasks. 4. High level conceptual, analytical and research skills; and the ability to identify and solve problems; including the analysis of client needs, proposal of appropriate options and solutions, and/or escalation of issues for resolution where required. 5. Ability to research, monitor and report on issues, information, trends and statistics, to be used to recommend options, interventions and improvement strategies.   **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. |

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| **Other Information:** |
| **How to Apply**  Please apply for this position online at <https://jobs.csiro.au/> and enter requisition number **56948**. 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: [careers.online@csiro.au](mailto:careers.online@csiro.au).  **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:  Lucia Donskoivia email: lucia.donskoi@csiro.au or phone: +61 2 9490 5999.  Please do not email your application directly to Lucia Donskoi. 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. |