# Human Resources Officer – CSOF3

# Role summary for potential applicants

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| Advertised Job Title**:** | Human Resources Officer – Data61 | |
| Reference Number**:** | 58764 | |
| Classification**:** | CSOF3 | |
| Salary Range: | AU $62k to AU $79k per annum, plus up to 15.4% superannuation | |
| Location**:** | Sydney, NSW (preferred) or Canberra considered | |
| Tenure: | Specified term of 2 years | |
| Relocation assistance**:** | Will be provided to the successful candidate if required. | |
| Applications are open to: | Australian/NZ Citizens, Australian Permanent and Temporary\* Residents Only   * *\*For Specified Term positions, we will accept applications from Temporary Residents with working rights for the length of the term, who do not require sponsorship.* |
| Functional Area**:** | Administrative Services | |
| % Client Focus - Internal: | 100% | |
| % Client Focus - External: | 0% | |
| Reports to the: | Human Resources Manager | |
| Number of Direct Reports: | 0 | |

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| **Role Overview:** |
| The Human Resources (HR) Officer will develop generalist HR skills as a member of the Data61 HR team. The position will provide support to staff based at a number of locations across Australia by delivering high quality HR advice, assistance and coaching. As part of the HR team, you will be involved in several HR projects and provide support to the HR Manager with Business Unit activities.  The HR Officer will work with HR professionals from other Business Units on HR projects that are currently underway, and will build productive relationships with a variety of stakeholders to deliver the group’s strategy. |

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| **Duties and Key Result Areas:** |
| The Human Resources Officer is responsible for the following activities:   * Provide advice and support to line managers and staff on a range of HR, organisational development and employee related issues. * Support performance management processes including the provision of advice and coaching, and preparing letters to staff. * Work closely with line managers to determine capability needs and provide advice and support during the recruitment processes. * Work closely with the HR Manager on the development and implementation of business unit initiatives. * Build and maintain the commitment of staff and management to workplace inclusion and diversity requirements and practices. Assist with implementing a range of diversity and inclusion initiatives. * Build strong relationships with HSE and provide support for implementation of key HSE policies and practices. * Support and implement enterprise and Business Unit change management initiatives as required. * Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation. * Work proactively as part of a regionally dispersed team, to carry out administrative tasks under the general direction of senior HR staff. * Work collaboratively with colleagues within your team, the Business Unit and across CSIRO, to reach objectives. * Provide instruction on activities pertaining to the immediate work area and responsibilities, as required and provide training to other staff. * Generate improved solutions in work situations, trying creative ways to deal with problems and opportunities. * Adhere to the spirit and practice of CSIRO’s Values, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals. * Other duties and interstate travel, as required. |

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| **Selection Criteria:** |
| *Under CSIRO policy only those who meet all essential criteria can be appointed*  ***Pre-Requisites:***   1. **Education/Qualifications:** Relevant tertiary qualifications in Human Resources, or a related disciplineand/or relevant work experience. 2. **Communication:** The ability to clearly convey information and ideas, select the most appropriate method of communication, and establish effective interpersonal relationships with key internal and external stakeholders. 3. **Behaviours:**  A history of professional and respectful behaviours and attitudes in a collaborative environment. 4. **Adaptability:**  Demonstrated ability and willingness to change ideas, try different approaches and maintain professionalism and flexibility.   ***Essential Criteria:***   1. Demonstrated knowledge and experience in a range of HR issues (ie legislative requirements, recruitment and selection, Health and Safety, organisational and staff development and performance) gained through relevant tertiary qualifications and/or demonstrated work experience. 2. Sound operational experience including experience with proven ability to anticipate and resolve problems with practical and positive solutions taking into account business needs. 3. Advanced interpersonal and consultative skills with demonstrated client focus in delivering services by building strong relationships with leaders and managers and ability to interact with staff at all levels. 4. The ability to independently achieve work objectives specifically in HR Projects, to meet tight timeframes and to prioritise work to meet organisational requirements. 5. Demonstrated flexibility and adaptability to work in a geographically dispersed team supporting HR projects as organisational priorities change.   **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.** |

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| **Other Information:** |
| Please apply for this position online at <https://jobs.csiro.au/> and enter requisition number **58764**. Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’).  Please load one document containing your CV and a brief cover letter which outlines your interest in the role and your motivations for applying (Maximum 2MB). At the end of the online application process, you will also be required to respond to some screening questions. Where text responses are required, to avoid being timed out of the system we recommend that you prepare your responses offline and paste them into the appropriate spot prior to submitting your application.  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**: 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:  **Ms Peggy Griffin**via email: [Peggy.Griffin@csiro.au](mailto:Peggy.Griffin@csiro.au) or telephone: **07 3327 4144**  Please do not email your application directly to Ms Griffin. Applications received via this method may 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’s **Data61** is Australia’s leading data innovation group, officially formed in 2016. With more than 1,100 staff, including over 400 PhD students, Data61 is Australia’s leading digital research organisation. Our mission is to create Australia’s data-driven future. We believe Australia can lead the world in change and not just respond to it. For more information on Data61, visit our website [Data61](http://www.csiro.au/en/Research/D61) or view the [media release](http://www.csiro.au/en/News/News-releases/2015/CSIRO-NICTA-join-forces?featured=714A3F1AFCD0439798630F63AF235F58) announcing the creation of Data61. |