# Position Details

## Administrative Services – CSOF3

The following information is for applicants

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| Advertised Job Title**:** | Recruitment Advisor |
| Job Reference: | 61709 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Percentage of Client Focus - Internal: | 70% |
| Percentage of Client Focus - External: | 30% |
| Reports to the: | HR Specialist Manager |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Dianne Livingstone via email Dianne.Livingstone@csiro.au or via phone  +61 02 6276 6657 |
| Contact Details For Applying: | Call 1300 984 220 or email [careers.online@csiro.au](mailto:careers.online@csiro.au) |
| How to Apply: | Please apply online at [jobs.csiro.au](https://jobs.csiro.au/) and enter the requisition number**.** Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’)  Please do not email your application directly to Dianne Livingstone. Applications received via this method may not be considered by the selection panel. |

## Role Overview:

Administrative staff in CSIRO provide 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.

In CSIRO, Human Resource (HR) Services is the first point of contact for our people who require HR support. The team delivers services that underpin the employee lifecycle, from issue of employment contracts, onboarding of new hires, implementation of pay variations, administration of leave, allowances and other conditions of service and payroll using SAP and other systems.

The Recruitment Advisor will provide support services to welcome new people to CSIRO. This role will be responsible for onboarding new staff and affiliates (Fellows, Students and Visitors) which includes the preparation of employment contracts/IP Agreements, providing visa advice and ensuring compliance with policy and pre-employment conditions. This is a customer focussed role that involves providing resolution to complex queries and delivering onboarding services in a fast-paced environment.

## Duties and Key Result Areas:

* Deliver prompt onboarding services with a ‘customer first’ focus ensuring new hires have the best possible start with CSIRO.
* Interpret and apply accurate policy advice to support hiring managers in appointing CSIRO staff and engaging Affiliates.
* Process both routine and complex employment and Affiliate contracts including those with Supplementary Remuneration Arrangements.
* Be inclusive, communicate openly, effectively and respectfully with all staff and clients in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work as an effective and committed team member, manage relationships and work collaboratively with your colleagues in HR and across CSIRO.
* Proactively support users in the efficient and effective use of SAP solutions (SAP HR, recruitment and onboarding) and identify ongoing process improvements.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment plans and policies, Diversity initiatives and Zero Harm goals.
* Other duties as directed.

## Competencies:

1. **Teamwork and Collaboration: Proactively seeks and considers the ideas and opinions of others from within and outside the team to help form decisions, plans or actions.**
2. **Influence and Communication: Puts forward ideas by presenting factual information supported by data, definitions, examples, illustrations or other aids, which will assist in conveying meaning.**
3. **Resource Management/Leadership: Provides instruction and assists other staff to complete allocated tasks and activities.**
4. **Judgement and Problem Solving:** Identifies and considers the implications of a range of available alternatives in order to select the most appropriate response to problems of a familiar or recurring nature.
5. **Independence: Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).**
6. **Adaptability:** Willingness to change ideas or perceptions based on new information, contrary evidence or other people's points of view. Prepared to try out different approaches.

## Essential Criteria:

*Under CSIRO policy only those who meet all essential criteria can be appointed.*

1. Experienced in Human Resources and/or recruitment, with a commitment to customer first service delivery
2. Highly developed analytical skills with the ability to interpret policies/legislation to resolve complex customer enquiries.
3. Effective communication and inter-personal skills with the ability to relate to people and external customers.
4. Demonstrated ability to work effectively within a team, manage relationships and build strong networks across functions.
5. Effective organisational and time management skills with flexibility to manage high volume workloads in a fast-paced environment.
6. Knowledge of SAP, HR and/or recruitment systems.

## Special Requirements:

A National Police Check is required for the successful applicant.

## About CSIRO:

We imagine. We collaborate. We innovate. To find out more visit us [online](http://www.csiro.au/)!