# Position Details

## Administrative Services – CSOF3

The following information is for applicants

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| Advertised Job Title**:** | Administrative Assistant, Human Resources |
| Job Reference: | 61787 |
| 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: | 80% |
| Percentage of Client Focus - External: | 20% |
| Reports to the: | Executive Manager, HR |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Chris Olchoway – [Christine.olchoway@CSIRO.au](mailto:Christine.olchoway@CSIRO.au) |
| 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 Chris Olchoway. 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.

This is an exciting opportunity for an Administrative Assistant to work with and provide administrative support to a small Human Resources (HR) team. This team partners with multiple business units within the Enterprise Services area of CSIRO and provides strategic HR support to leaders, line managers and staff across CSIRO. The primary responsibility of the position will be to provide proactive, broad ranging administrative support to the Executive HR Manager, HR Manager and other team members to help CSIRO deliver its strategy and goals.

The Administrative Assistant will have strong administrative skills with a focus on continuous improvement and a strong client focus. This role will require excellent communication skills, both written and verbal, well developed computer skills across MS office to interact with a variety of people and the ability to build solid working relationships at all levels within the business and HR.

This role would ideally suit someone who has a keen interest in Human Resources and who wants to be an integral part of a busy team who makes a positive difference to the business.

## Duties and Key Result Areas:

* Undertake a wide variety of operational activities. These activities include supporting and facilitation of HR practices and processes such as:
  + recruitment and selection processes
  + performance management processes
  + HR programs within the HR Calendar (Talent Management, Rewards, Vacation Students, Annual Performance Agreements)
  + Co-ordinate SAP transactions and reporting needs including headcount and FTE reporting, performance review monitoring, compliance to mandatory learning, leave reporting etc. Perform regular SAP audits to ensure integrity and consistency of data
  + Contribute to HR initiatives and projects by performing due diligence, research, analysis of data, development of HR metrics and providing administrative support.
  + Contribute positively and proactively to a team environment, with a focus on continuous improvement
  + Be an active member of the broader HR community and support HR projects where appropriate;
* Interpretation and implementation of CSIRO standards and procedures to promote consistency, compliance and continuous improvement
* Communicate openly, effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Work collaboratively as part of a multi-disciplinary, often regionally dispersed research team, and business unit to carry out tasks in support of CSIRO’s scientific objectives.
* 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. Well developed interpersonal skills reflected through: collaborative, team player, ability to work effectively across staff of all levels, flexibility, adaptability, with a positive outlook, exercising diplomacy and confidentiality when required.
2. Ability to learn new skills and apply previous lessons, and an enquiring, analytical approach to deliver outcomes.
3. Proven communicator underpinned by strong written and verbal skills, plus an eye for detail which translates to high quality, accurate outputs.
4. Strong systems knowledge, including: Word, Excel, PowerPoint, Internet Explorer, Outlook and ability to learn new systems/platforms i.e. SAP (or similar HR platform).
5. Demonstrated flexibility and adaptability to work in geographically dispersed teams supporting HR projects as organisational priorities change.

## Desirable Criteria:

1. Relevant diploma/bachelor’s degree, in relevant disciplines (Human Resources), or relevant work experience.

## Special Requirements:

A National Police Check is required to be lodged by the successful applicant and clearance to be received before commencing.

## About CSIRO:

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