# Position Details

## General Management – CSOF7

The following information is for applicants

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| Advertised Job Title**:** | HR Manager Data61 |
| Job Reference: | 62350 |
| 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 HR Manager – D,NF&C |
| Number of Direct Reports: | TBD |
| Name and Contact Details For Applicant Enquiries: | **Greta Dabrowski**via email: [Greta.Dabrowski@csiro.au](mailto:Greta.Dabrowski@csiro.au)  Please do not email your application directly to Greta Dabrowski. Applications received via this method will not be considered by the selection panel |
| 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’) |

## Role Overview

As an integral member of the Data61 Leadership Team, the HR Manager drives organisational change, provides strategic HR advice, and leads innovative HR initiatives.

Data61 is the largest data innovation group in Australia, with approximately 600 full time staff, and an additional 450 affiliates working in digital technologies to create benefit for Australia. Data61 will continue to develop Australia’s future leaders with its strong 300+ PhD student program in collaboration with the best universities across Australia.

The HR Manager leads a small team of HR business partners to support the business and develop innovative HR initiatives to create a working environment where our people can do the best work of their careers.

## Duties and Key Result Areas:

**Functional Leadership**

* Work with Data61 Leaders to develop and implement innovative and contemporary HR strategy to support the successful achievement of business objectives
* Develop and implement a viable and sustainable workforce plan for Data61
* Develop, implement and maintain programs to support the entire lifecycle for team members, including learning and development programs
* Provide expert advice and guidance on all aspects of Human Resources, talent and wellbeing
* Build on the existing Data61 student program
* Ensure systems, policies and processes support organisational values.
* Contribute to the broader CSIRO HR community.

**Capability Leadership**

* Build high performance across the teams and encourage an entrepreneurial culture
* Develop a framework for Data61 to build leadership capability and ensure appropriate development opportunities are provided to staff
* Be a talent seeker and support Data61 Leaders to connect talent to opportunities across the ecosystem
* Develop appropriate support mechanisms to enable Data61 to give back through teaching, mentoring & coaching.

**Engagement & Partnerships**

* Identify opportunities and take action to build relationships to support Data61 Talent objectives
* Build deep, trust based and collegial relationships with relevant internal and external stakeholders and encourage collaboration.

**Resource Leadership**

* Ensure the people/talent systems and data available for Data61 are agile and ensure knowledge is shared
* Provide advice on risk assessment, reporting and controls for people issues
* Be an active member of the Digital, National Facilities & Collections HR team and the CSIRO HR Leadership Team.

## Competencies:

1. **Teamwork and Collaboration:** Cooperates with others to achieve organisational objectives and may share team resources in order to do this. Collaborates with other teams as well as industry colleagues.
2. **Influence and Communication:** Identifies critical stakeholders and influences them via an influential third party, for example through an established network, to gain support for sometimes contentious, proposals/ideas
3. **Resource Management/Leadership:** Provides leadership that fosters an environment that encourages new ideas and provides support for the development of emerging skills. Creates trust by displaying consistency, understanding, integrity and patience. Plans, seeks, allocates and monitors resources to achieve outcomes.
4. **Judgement and Problem Solving:** Anticipates and manages problems in ambiguous situations. Develops and selects an appropriate course of action and provides for contingencies. Evaluates, interprets and integrates complex bodies of information and draws logical conclusions, synthesises proposals and defends options with reasoned arguments.
5. **Independence:** Assesses the risk and opportunity of identified strategies, options and actions. Overcomes problems and setbacks in achieving goals. Invariably includes consideration of value-added future impact on bottom line when determining the optimal and efficient use of resources.
6. **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

## Essential Criteria:

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

1. Tertiary qualifications in HR or a related discipline or equivalent experience in a senior HR role
2. Sound understanding of contemporary HR practices
3. Experience in being an integral member of a business unit leadership team, with evidence of successfully working with and supporting leaders to achieve organisational objectives
4. Evidence of strong skills in leading and managing cultural change
5. Proven ability to design and deliver solutions to strategy challenges across a breadth of HR and business issues in a technology environment.
6. Superior interpersonal, influencing, communication and consultative skills particularly in relation to advising and guiding senior leaders and decision making.
7. Demonstrated track record in leading a high performing, geographically disbursed HR team that can drive execution on strategy.
8. Demonstrated experience in managing a dynamic workforce particular in a talent constrained environment
9. Proven ability to think strategically, approaching solutions innovatively and creatively.
10. Personal attributes including courage, initiative and risk appetite, and always being credible and trustworthy.

## 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/)!

Find out more about the CSIRO [Data61](https://www.data61.csiro.au/)