# Position Description

## Administrative Services – CSOF6

Role summary for potential applicants

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| Advertised Job Title**:** | Human Resources Manager – Mineral Resources |
| Job Reference: | 62678 |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | Australian Citizens Only  Australian/New Zealand Citizens and Australian Permanent Residents Only   * All Candidates * *\*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.* |
| Percentage of Client Focus - Internal: | 80% |
| Percentage of Client Focus - External: | 20% |
| Reports to the: | Executive Human Resources Manager |
| Number of Direct Reports: | 3 |
| Name and Contact Details For Applicant Enquiries: | Lyndelle Broadfoot, Executive Human Resources Manager [Lyndelle.Broadfoot@CSIRO.au](mailto:Lyndelle.Broadfoot@CSIRO.au), 07 38335524 |
| 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’ through the ‘People Hub’ icon |

## Role Overview:

The Human Resources Manager (HRM) at CSIRO is a member of a team of geographically dispersed HR business partners working with senior executives and line managers across CSIRO. The primary responsibility of the HRM is to provide support in the development and implementation of a range of human resource strategies and to deliver high quality advice, assistance, coaching and mentoring to all leaders and staff.

The Human Resources Manager (HRM) will partner with other HR specialists and lead a small team of motivated individuals in the delivery of a wide range of people strategies and solutions. The role will be responsible for workforce planning, change management, performance improvement, local learning and development initiatives, as well as coaching managers and staff with specialist needs on performance, career and talent management strategies; ensuring that HR management activities support CSIRO’s Strategic and HR plans as well as the Mineral Resources operational plan.

The business priorities for Mineral Resources require the HRM to have well developed experience in strategic workforce planning and the ability to build strategic relationships with the leaders and managers to ensure that the Business Unit has high quality HR strategies and practices.

## Duties and Key Result Areas:

* Actively contribute to the development of business strategy and plans as a member of the business unit's management team and assist leadership to build a commitment to CSIRO's strategic direction and key change initiatives.
* Develop and communicate an agreed direction and priorities for HR in the Business Unit that will demonstrably link HR goals to the business unit's strategic direction and scientific outcomes.
* Build strategic relationships with the leaders and managers to ensure that the Business Unit has high quality HR strategies and practices which are implemented and complement research strategies in relation to:
  + Capability planning, development and recruitment
  + Career management and workforce planning
  + Talent management and succession planning
  + Leadership and team development
  + Performance and change management.
* Advise and support senior managers on a range of highly complex and sensitive HR, organisational development and employee related issues including industrial relations.
* Communicate effectively and respectfully with all staff, clients and suppliers in the interests of good business practice, collaboration and enhancement of CSIRO’s reputation.
* Manage a team of HR professionals, negotiate the budget, and take responsibility for developing work plans, allocating and monitoring resources and undertaking staff performance management and career development.
* Work collaboratively with colleagues within your team, the business unit and across CSIRO, and where necessary, successfully negotiate with and influence other parties to reach objectives;
* Work as part of the HR Leadership team and the broader HR community in CSIRO on a range of strategic and improvement projects.
* Contribute to CSIRO wide HR initiatives and/or projects instigated by HR or other areas of CSIRO.
* Actively seek feedback on HR processes and offerings to continually improve the way people are managed in CSIRO.
* Provide support to other business units and project teams, as required.
* Generate improved solutions to complex problems and resolve complaints using creativity, reasoning and past experience.
* Promote and 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.

## CSIRO 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 or 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 and understanding through 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 human resource management, organisational development or business management (or an equivalent qualification) OR extensive knowledge of and experience within a human resources environment.
2. Evidence of contribution to the development and implementation of strategic business and HR objectives within a complex multi business organisation.
3. Demonstrated ability to influence, advise and support leaders of the business on a range of cutting-edge, complex HR, organisational and employee relations issues.
4. Experience in supporting and contributing to a dispersed management team with a high degree of success in implementing organisational HR priorities and strategies within the business.
5. The ability to effectively lead a team of HR professionals, collaborate widely both internally and externally, and provide guidance to managers and staff.
6. Proven ability to anticipate and manage problems in ambiguous situations, develop appropriate solutions based on thorough evaluation and interpretation, and defend the conclusions with reasoned arguments.

## Desirable Criteria:

1. Evidence of completion of (or progress towards) Certified Practitioner Human Resources status with the Australian Human Resources Institute.

## Special Requirements:

1. Ability and willingness to undertake regular interstate travel
2. 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/)!