# Position Details

## Administrative Services- CSOF3

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| The following information is for applicants |
| Advertised Job Title | Human Resource Services Officer Payroll - Salary and Entitlements |
| Job Reference | 64073 |
| Tenure | Indefinite Full-time (part-time/job share may be considered)  |
| Salary Range | CSOF3 AU$63,594 to AU$80,937 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Black Mountain, Canberra (ACT) |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | * Australian/New Zealand Citizens and Australian Permanent Residents Only
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| Position reports to the | Salary and Entitlements Manager |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Contact Pam Coffey via email at pam.coffey@csiro.au or phone +61 2 6276 6147 |
| How to apply | Apply online at <https://jobs.csiro.au/> Internal applicants please apply via **Jobs Central**If you experience difficulties when applying, please email careers.online@csiro.au or call 1300 984 220. |

### Role Overview

## Administrative staff in CSIRO provides 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 CSIRO staff who have general HR enquiries. HR Services manage the administrative aspects of the employee lifecycle, from issue of employment contracts, onboarding of new starters, implementation of pay variations, administration of leave, allowances and other conditions of service and payroll using SAP and other systems.

The Human Resource Services Officer - Salary and Entitlements position is responsible for the day-to-day administration of payroll processes and staff entitlements, including salaries, leave, allowances and superannuation. The position will also require extensive collaboration with other CSIRO staff, and the utilisation of previous payroll/administration experience.

### Duties and Key Result Areas:

* Administer fortnightly pay and related processing
* Calculate salary and complex pay matters/procedures
* Manage employment contracts
* Maintain specialist and executive salaries
* Process superannuation and taxation transactions
* Commence employees, transfer staff and process terminations
* Respond courteously and efficiently to requests for your services, keep clients informed about progress and redirect requests to appropriate staff when required
* Look for opportunities to generate improved solutions in work situations, trying creative ways to deal with routine problems and opportunities, and exercising initiative when applying established procedures
* 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
* 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.

## **Required Competencies:**

* **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.
* **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.
* **Resource Management/Leadership:** Provides instruction and assists other staff to complete allocated tasks and activities.
* **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.
* **Independence:** Recognise and makes immediate changes to improve performance (faster, better, lower cost, more efficiently, better quality, improved client satisfaction).
* **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.

## **Selection Criteria**

#### Essential

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

* 1. Previous experience in administration, the ability to provide sound practical advice relating to conditions of service, and well-developed analytical skills
	2. Demonstrated commitment in delivering the highest standard of customer service
	3. Strong communication and inter-personal skills
	4. Effective organisational and time management skills with the flexibility to manage a range of concurrent tasks under ongoing deadlines.

## **Desirable:**

1. Knowledge of, and experience in, SAP, HR/Payroll or a similar HRMIS
2. An understanding of, or experience administering Commonwealth employment conditions and entitlements.

Special Requirements

Appointment to this role is subject to the following:

* The successful candidate will be asked to obtain and provide evidence of a National Police Check or equivalent. Please note that people with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.

## **About CSIRO:**

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