# Position Details

## Administrative Services- CSOF5

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| The following information is for applicants | |
| Advertised Job Title | Human Resources Advisor |
| Job Reference | 64181 |
| Tenure | Indefinite or Specified Term of 12 months  Part-time – 0.5 Full time equivalent |
| Salary Range | AU$98,735 to AU$106,848 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Hobart TAS |
| Relocation Assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents Only |
| Position reports to the | Manager Human Resources |
| Client Focus – Internal | 100% |
| Client Focus – External | 0% |
| Number of Direct Reports | 0 |
| Enquire about this job | Annie Archer 03 6232 5101 |
| 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](mailto: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.

This role contributes to a small team and delivers a wide range of people strategies and support.

As a HR Advisor, you will be a member of a team of HR business partners working with senior managers, research, engineering and support staff, and line managers within the Oceans and Atmosphere Business Unit within CSIRO. The primary responsibility will be to provide support in the development and implementation of a range of human resource strategies and will deliver high quality advice, assistance, coaching and mentoring to all staff.  Such strategies could include 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 the CSIRO Strategic Plan as well as HR Strategy. The successful candidate will be able to demonstrate a high level of knowledge and evidence of outstanding human resource contribution within a complex organisation.

### Duties and Key Result Areas:

* Build strategic relationships with the leaders to ensure that the Business Unit has high quality HR strategies and practices which are implemented and complement research strategies in relation to activities across the entire employee lifecycle
* Liaise with clients to determine their needs, tailoring solutions to potentially conflicting requirements, taking personal responsibility for client satisfaction, and correcting problems promptly and in a constructive manner.
* Advise and support leaders on a range of highly complex and sensitive HR, organisational development and employee related issues including industrial relations.
* Generate improved solutions to complex problems and resolve complaints using creativity, reasoning and past experience.
* Undertake HR transactional tasks as required, including SAP updates and searches, report preparation and electronic filing.
* Under limited direction, work as part of the Sector HR 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 Strategy and other areas of CSIRO.
* Actively seek feedback on HR processes and offerings to continually improve the way people are managed in CSIRO.
* Display a willingness to influence the decision of managers by recognising the need for change in initiating innovative solutions/proposals and liaise with and influence related professions to develop practices, which support the Business Unit.
* 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.

## **Required Competencies:**

* **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.
* **Influence and Communication:** Uses knowledge of other party's priorities and adapts presentations or discussions to appeal to the interests and level of the audience. Anticipates and prepares for others reactions.
* **Resource Management/Leadership:** Sets up and maintains effective and efficient work teams and manages performance and resources, to achieve objectives. Chooses appropriate management strategies and communication styles to maintain high levels of motivation and productivity. Gives feedback for development purposes and provides support and direction for improvement.
* **Judgement and Problem Solving:** Investigates underlying issues of complex and ill-defined problems and develops appropriate response by adapting/creating and testing alternative solutions.
* **Independence:** Plans, sets and works to meet challenging standards and goals for self and/or others. Recognises where endeavours will make the most impact or difference, decides on desired outcome and sets realistic goals to reach this target.
* **Adaptability:**Copes with ambiguity or situations that lack clarity. Adapts readily to changing circumstances and new responsibilities (which may include activities outside own preferences) in the interests of achieving team objectives. Recognises the need for and undertakes personal development as a result of changes.

## **Selection Criteria**

#### Essential

*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) and/or extensive knowledge of and experience within a human resources environment.
2. Demonstrated knowledge and significant experience in a range of HR issues (including interpretation of enterprise agreements, recruitment and selection, staff development, performance management, leadership, succession planning and workforce development) gained through relevant tertiary qualifications and demonstrated work experience
3. Strong relationship management skills and the demonstrated ability to influence advise and support leaders and managers of the business on a range of contemporary, complex HR, organisational and employee relations issues.
4. Ability to independently achieve work objectives, to meet tight timeframes and to prioritise work to meet organisational requirements.
5. Proven ability to anticipate and resolve problems through practical and positive solutions, with superior interpersonal, coaching, negotiation and consultative skills at all levels, building strong relationships with leaders and managers.
6. The ability to work effectively in a dispersed team environment, collaborate widely both internally and externally, and provide guidance to managers and staff.
7. Evidence of outstanding human resource contribution to the development and implementation of strategic business and HR objectives within a complex multi business organisation.

## **Desirable:**

1. Lead, plan and manage aspects of complex change management initiatives.

## **About CSIRO:**

We solve the greatest challenges through innovative science and technology. To find out more visit us [online](http://www.csiro.au/)!

Find out more about CSIRO [Oceans and Atmosphere](https://www.csiro.au/en/Research/OandA)