# Position Details

## Administrative Services- CSOF6

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| The following information is for applicants | |
| Advertised Job Title | Manager - Talent Management and Succession |
| Job Reference | 63028 |
| Tenure | Specified Term of 12 months  Full-time |
| Salary Range | AU$113k to AU$132k pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) | Canberra, Sydney or Melbourne |
| 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 | Learning, Leadership & Talent Executive Manager |
| Client Focus – Internal | 90% |
| Client Focus – External | 10% |
| Number of Direct Reports | 1 |
| Enquire about this job | Contact Kate Boxsell via email at Kate.Boxsell@csiro.au or phone +61 4 18 976 194 |
| 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

The Manager – Talent Management and Succession role will lead the Talent Stream within the Learning, Leadership and Talent team (LL&T). Working collaboratively across the organisation, the Manager will proactively drive and shape the strategic direction and implementation of our internal talent, succession and career development strategies. The Manager will support leaders and the HR community to ensure robust pipelines and increased focus on accelerating readiness, across a range of talent segments. The Manager will be actively involved in the provision of assessments and interpreting the results to identify and recommend appropriate learning interventions for high potential staff.

With a renewed focus on our leadership pipeline, this role will support our people to experience strong and supportive leadership, a People First culture and the employee value proposition we espouse.

### Duties and Key Result Areas:

Design and manage CSIRO’s Talent Management Strategy:

* Develop, implement and evaluate a contemporary and transformative approach to talent management and succession planning, creating a future focused and strategically aligned pipeline for talent segments such as leadership, early career researchers and digital specialists.
* Support CSIRO leaders and the HR community in succession and talent management strategies with the provision of advice and education coupled with relevant materials (such as streamlined digital tools and engaging webinars) to ensure robust pipelines and increased focus on accelerating readiness.
* Create a ‘one-CSIRO’ approach to talent identification ensuring broader and earlier identification of talent, including the promotion of diversity.
* Ensure adoption of talent management and succession planning practices by using appropriate change management techniques.
* Assess and interpret learning and development needs of identified high-potential employees, recommending and/or developing learning interventions to address needs, including stretch opportunities, new challenges and roles.
* Design, facilitate and evaluate relevant learning interventions to enable quality development and career outcomes for staff.
* Maintain contemporary HR, talent, succession, career and leadership development knowledge, staying up-to-date with industry trends.
* Evaluate the effectiveness of approaches to succession and talent management to promote best practice and influence key decision makers. Continuously improve methods, actively seek feedback and use data analytics to generate improved solutions.

Lead the Talent Stream of the LL&T team:

* Use sound understanding of organisational and business unit goals and activities, interpreting and cascading strategy as relevant for Stream.
* Lead and develop team members ensuring effective team performance and influencing internal and external parties to achieve the Stream’s goals.
* Manage the budget for the stream, allocating and monitoring resources to achieve Stream outcomes.
* Engage and manage appropriate industry leading external providers for consulting and assessments; managing related procurement and contracting process.
* Participate as a member of the LL&T leadership team, contributing to the team’s strategy and to deliver on commitments, including contributing to cross-team projects and collaborative networks.
* Develop and monitor metrics on talent dimensions and the effectiveness of talent, succession and career development initiatives; provide reports and summaries as needed for leadership presentations, compliance reporting and communications.
* As required, represent the LL&T team at appropriate internal and external forums.

Broader Learning, leadership & Talent initiatives:

* Maintain confidentiality and use a high degree of discretion and sensitivity in all interactions.
* Adhere to best practice confidentiality, privacy and data management practices, liaising with internal functions such as Policy, Cyber Security and Governance teams as required.
* 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 dispersed 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:** 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.
* **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.
* **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.
* **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.
* **Adaptability:**Demonstrates flexibility in thinking and adapts to and manages the increasing rate of organisational change by adjusting strategies, goals and priorities.

## **Selection Criteria**

#### Essential:

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

1. Tertiary qualifications in a relevant area such as human resource management, psychology or organisational development, or extensive knowledge and experience within a complex human resources environment.
2. Demonstrated experience in the development, implementation and evaluation of contemporary internal talent management and succession planning strategies within a complex organisation, leveraging partnerships with HR professionals.
3. Demonstrated ability to facilitate development conversations and outcomes including using assessment data to identify and recommend appropriate learning interventions for individuals and groups.
4. Highly developed communication, collaboration and change management skills including the ability to influence, guide, advise and support a diverse range of stakeholders and key decision makers.
5. Demonstrated understanding of contemporary talent and succession planning practices and use of evidence-based decision-making to promote and influence best practice.
6. Demonstrated ability to professionally handle sensitive and confidential information and use appropriate judgment and discretion.

## **Desirable:**

1. Experience in instructional design, facilitation, deployment and evaluation of learning experiences (blended, virtual and face-to-face) for a range of audiences in a professional setting.
2. Experience using various technologies to deploy scalable and effective talent, succession and learning solutions (for example, social learning platforms and webinars).

## **Special Requirements:**

Appointment to this role may be subject to conditions including provision of a national police check as well as other security/medical/character clearance requirements.

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. Information disclosed in a National Police Check will only be considered if it is relevant to the inherent requirements of the job.

## The successful applicant must be willing to:

## Undertake interstate travel as required.

## Work across different Australian time zones.

## **About CSIRO:**

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