# Position Details

## Administrative Services- CSOF3

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| The following information is for applicants | |
| Advertised Job Title | Human Resources Officer – People |
| Job Reference | 68181 |
| Tenure | Specified term of 3 years – Full time |
| Salary Range | AU$63K to 80K per annum + up to 15.4% superannuation |
| Location(s) | Major Capital Cities |
| 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 | Deputy Director, People |
| Client Focus – Internal | 80% |
| Client Focus – External | 20% |
| Number of Direct Reports | 0 |
| Enquire about this job | Janice Ip, Deputy Director, People |
| 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

CSIRO is Australia's national, mission-directed science and research agency. Every day we work to solve the big questions facing our country and the planet. We are proud of what we do, what we have achieved, and the difference we make. A team of Human Resource professionals support the organisation in the management of its people and in the implementation of programs.

The Human Resources (HR) Officer will provide proactive, broad ranging support to the HR Business Partner – People and ED People Office and other relevant stakeholders across the business units to support CSIRO deliver its strategy and goals. As part of the broader HR team, you will be involved in several People projects whilst also providing support to Business Unit activities.

### Duties and Key Result Areas:

* Undertaking a wide variety of operational activities. These activities include supporting and facilitation of HR practices and processes such as:
  + recruitment and selection processes
  + performance management processes
  + HR programs within the HR Calendar (Talent Management, Rewards, Vacation Students, Annual Performance Agreements)
  + Co-ordinate SAP transactions and reporting needs including headcount and FTE reporting, APA monitoring, compliance to mandatory lessons, leave reporting etc. Perform regular SAP audits to ensure integrity and consistency of data
  + Contribute to HR initiatives and projects by performing due diligence, research, analysing data, developing HR metrics and providing administrative support.
  + Contribute positively and proactively to a team environment, with a focus on continuous improvement
  + Be an active member of the broader HR community and support HR projects where appropriate;
* Interpretation and implementation of CSIRO standards and procedures to promote consistency, compliance and continuous improvement.
* 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 regionally dispersed research team, carry out tasks in support of CSIRO’s strategic HR and Business Unit scientific objectives.
* Actively contribute to the People Strategy and respective priorities and projects.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct, Health, Safety and Environment procedures and policy, Diversity initiatives and Making Safety Personal goals.
* Other duties as directed.

## **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. Relevant tertiary qualifications in Human Resources or a related discipline*,* or equivalent relevant work experience.
2. Demonstrated knowledge and experience in a range of HR issues (i.e. legislative requirements, recruitment & selection, Health and Safety, organisational and staff development and performance).
3. Well-developed interpersonal and collaborative skills, with the demonstrated ability to be a team player and apply flexibility and a positive approach to work effectively with staff of all levels.
4. Proven ability to apply tact and diplomacy and maintain confidentiality when required.
5. Demonstrated ability to learn new skills and apply previous lessons, and an enquiring, analytical approach to deliver outcomes.
6. Proven communication aptitude underpinned by strong written and verbal skills, plus an eye for detail which translates to high quality, accurate outputs.
7. Strong administrative skills and systems knowledge including experience with: Word, Excel, PowerPoint, Microsoft Teams, Outlook; and demonstrated ability to learn new systems/platforms, for example SAP or similar HR platform.
8. Demonstrated flexibility and adaptability to work in geographically dispersed teams supporting HR projects as organisational priorities change.

**Special 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. Each application will be considered on its merits.

## **About CSIRO:**

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