# Position Details

## Administrative Services – CSOF6

Role summary for potential applicants

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| Advertised Job Title**:** | Executive Officer – CSIRO People |
| Job Reference: | 59607 |
| Salary: | AU $111k – AU $130k per annum, plus up to 15.4% superannuation |
| Tenure: | Indefinite  |
| Location: | Clayton (Melbourne) Victoria *Other locations may be considered.* |
| Relocation Assistance**:** | Will be provided to the successful candidate if required. |
| Applications Are Open To: | [ ]  Australian Citizens Only[x]  Australian/New Zealand Citizens and Australian Permanent Residents Only* [ ]  All Candidates
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| Percentage of Client Focus - Internal: | 75% |
| Percentage of Client Focus - External: | 25% |
| Reports to the: | Executive Director, People |
| Number of Direct Reports: | 0 |
| Name and Contact Details For Applicant Enquiries: | Ricky Pena, Executive Human Resources Manager 0404 595 288*Please do not email your application to Mr Pena.* |
| Contact Details For Technical Issues: | Call 1300 984 220 or email careers.online@csiro.au.  |
| How to Apply: | Please apply online at [jobs.csiro.au](https://jobs.csiro.au/) and enter the above job reference**.** Internal applicants please apply via ‘Jobs Central’ in SAP (click ‘Recruitment’)  |

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## Role Overview:

The Executive Officer for CSIRO’s People role is a new one and is an integral part of the CSIRO Leadership Team and provides high level support in the management, strategy and administration of the Office of the Executive Director, People. The Executive Office works closely with the Executive Director (ED) and the leadership team to manage the sector’s strategic and operational planning processes and monitors the Sector’s performance, supporting the Executive Director in identifying issues and opportunities for improvement across the People Sector.

The role will require domestic travel on an as needs basis.

## Duties and Key Result Areas:

**Issues Management:**

* Provide high level support and advice to the ED People on issues and interactions with key stakeholders and external parties.
* Prioritise issues for the ED People’s attention and provide briefing notes/reports to facilitate effective action.
* Prepare and review correspondence, presentations and reports that deal with complex or sensitive matters.
* Identify emerging and unforeseen issues requiring ED People’s intervention and develop appropriate responses.

**Leadership:**

* Play a key role, working with the People Leadership team to develop the People strategy and monitor the effectiveness of implementation.
* Represent the People sector on various enterprise working groups and change initiatives as required.
* Work closely with the Executive team to ensure effective People strategy development and operations.

**Coordination:**

* Manage activities associated with People Executive meetings and work closely with the Executive Assistant to the ED to ensure tasks, meetings and projects are prioritised appropriately.
* Coordinate internal and external processes, responses to information requests, and reporting requirements.
* Project manage sensitive or complex activities.
* Plan and coordinate key leadership meetings, conferences or other events.

**Compliance:**

* Coordinate the People Office’s compliance with CSIRO processes and governance requirements, and other applicable legislative requirements.

**Planning:**

* Ensure effective responsiveness through co‐ordination of corporate requirements for strategic planning.
* Coordinate the preparation of strategic and operational People plans.
* Manage planning of key internal and external submissions and documents to support key projects.

**Communication / Interpersonal:**

* Develop and maintain cross-organisational networks to facilitate People’s outcomes.
* In collaboration with the wider teams, develop, edit, review and update papers for the Executive Team, CSIRO Board and Board sub-committees on current issues as well as in preparation for scheduled Estimates Committee hearings.
* 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.

**Projects:**

* Complete projects related to the People area as required for the Executive Director.

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.

## 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/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, understanding, 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.

## Pre-requisites:

1. **Knowledge and Experience**
	* A relevant tertiary qualification in one of the following: management, business, occupational health & safety or human resources
	* Solid change management experience.
	* Financial acumen and project and portfolio management experience.
2. **Behaviours**
	* The ability to handle confidential or sensitive material and deal with matters with absolute discretion.
	* A history of professional and respectful behaviours and attitudes in a collaborative environment.
	* The ability to develop strategic relationships both internally and externally.
	* The ability to communicate with impact.

## Essential Criteria:

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

1. A confident and pro-active approach with a proven ability to think strategically, work effectively with, and influence senior leaders in a dynamic executive team environment, combined with the ability to collaborate widely both internally and externally.
2. Excellent written communication skills, showing evidence of ability to formulate and prepare a wide range of strategic communications including complex and high quality documents, reports, analyses, plans and briefings and present findings influentially to senior leaders.
3. Very strong problem solving skills with a proven ability to investigate underlying issues of complex and ill-defined problems and develop appropriate responses using abstract thinking and to provide creative solutions.
4. Excellent organisational skills with a demonstrated ability to independently manage competing complex demands, the ability to establish or renegotiate priorities, and meet deadlines - including the ability to effectively adapt in ambiguous, urgent and/or complex situations where information is incomplete or not available.
5. Demonstrated experience in successful project management, including planning, engagement, monitoring and reporting to meet or exceed specified outcomes and timeframes.

## About CSIRO:

We imagine. We collaborate. We innovate. To find out more visit us [online](http://www.csiro.au/)!

**CSIRO’s Commitment to Diversity**

We’re working hard to recruit diverse people and ensure all our people feel supported to do their best work and empowered to let their ideas flourish.

**Flexible Working Arrangements**

We work flexibly at CSIRO, offering a range of options for how, when and where you work. Talk to us about how this role could be flexible for you. Balance