# Position details

## Administrative services- CSOF5

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| The following information is for applicants | |
| Advertised job title | Diversity, Inclusion & Belonging Specialist |
| Job reference | 100803 |
| Tenure and work schedule | Indefinite  We will explore options for part-time, job-share and flexible work arrangements based on needs of the role and individual circumstances. |
| Salary range | AU$114,219 - AU$123,605 per annum (pro-rata for part-time)  plus up to 15.4% superannuation |
| Location(s) and office arrangements | **Canberra** (Black Mountain), **Melbourne** (Clayton), **Brisbane** (Pullenvale/Dutton Park) or **Hobart** preferred, other major capital cities considered.  Flexible work options available. |
| Relocation assistance | Will be provided to the successful candidate if required |
| Applications are open to | Australian/New Zealand Citizens and Australian Permanent Residents |
| Position reports to the | Executive Manager, OD, Culture and Diversity, Inclusion & Belonging |
| Client focus – internal | 80% |
| Client focus – external | 20% |
| Number of direct reports | 0 |
| Support and workplace adjustments | We offer a range of reasonable supports and workplace adjustments. Please let us know via careers.online@csiro.au if we can help you to equitably participate in our recruitment process or the role itself. |
| 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) |

### Acknowledgement of Country

CSIRO acknowledges the Traditional Owners of the land, sea and waters, of the areas that we live and work on across Australia. We acknowledge their continuing connection to their culture and pay our respects to their Elders past and present. View our [vision towards reconciliation](https://www.csiro.au/en/about/Indigenous-engagement/Reconciliation-Action-Plan).

### About CSIRO

As Australia's national science agency, CSIRO is solving the greatest challenges through innovative science and technology. Many of our iconic innovations were once considered impossible until someone, just like you, joined us and took on the challenge.

As one of the world’s largest multidisciplinary mission-driven research organisations, we are focused on the issues that matter the most: for our quality of life, for the economy and for our environment. We believe diverse teams are more effective and deliver more innovative outcomes. When we all focus on the big things that really matter, and work in partnership with our communities and [Indigenous Australia](https://www.csiro.au/research/indigenous-science), Australian science and technology can solve seemingly impossible problems and create new value for all Australians. Visit [CSIRO.au](https://www.csiro.au/) for more information.

### Role overview

The role of Administrative staff in CSIRO is to provide 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 Unit to achieve their objectives and meet Government and regulatory responsibilities.

The Diversity, Inclusion and Belonging (DIB) Specialist is a subject matter expert that contributes to the OD Unit within People and deliver a series of initiatives in the area of Diversity, Inclusion and Belonging.

### Duties and key result areas

* Co-develop and implement a series of Diversity and Inclusion programs and initiatives to improve and enhance the future workforce needs at CSIRO.
* Manage the communication of the progress of programs and initiatives whilst achieving project milestones and maintaining momentum to drive implementations to successful completion, ensuring a high level of customer satisfaction.
* Work closely with peers within the People function and across the organisation to develop and implement programs of work and strategy ensuring high quality delivery and adjusting course as required.
* Work closely with the Culture & DIB Manager to refine the Diversity and Inclusion Strategy and associated programs of work, ensuring they are embedded into Unit activity and enable data driven, evidence-based decision making across CSIRO.
* Mange DIB governance and reporting requirement associated with DIB initiatives and external benchmarks.
* Develop strong relationships with internal and external stakeholders, customers, and vendors to deliver a credible and exceptional level of customer service.
* Identify innovative practices in diversity and inclusion practices across other sectors and organisation’s that can be implemented to maintain focus and enhance the diversity culture mindset.
* Build and maintain partnerships to support the implementation, embedding and evolution of interventions, adjusting course as required.
* Escalate issues and provide options for mitigation to program delivery. Receive and adopt advice on guidance of service delivery.
* Build capability and expertise in Diversity, Inclusion and Belonging and develop the professional skills of others.
* 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, regionally dispersed team to carry out tasks in support of CSIRO’s scientific objectives.
* Adhere to the spirit and practice of CSIRO’s Values, Code of Conduct, Health, Safety and Environment procedures and policy and diversity initiatives.
* Other duties as directed.

## **Selection criteria**

#### Essential

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

1. Relevant Bachelor’s degree or postgraduate qualification in Human Resource Management, Organisational Development, Diversity and Inclusion, or other relevant discipline.
2. At least 5 years’ experience delivering end-to-end DIB initiatives and services in large or complex organisations, including designing, delivering, and evaluating initiatives.
3. Strong understanding of diversity, inclusion, intersectionality, and best-practice approaches, with the ability to work sensitively in culturally diverse environments.
4. Experience supporting DIB governance, reporting, and/or evaluation of initiatives, including experience in analysing organisational data, forming insights, and driving organisational change.
5. Demonstrated ability to lead organisational change and deliver impactful programs, navigating ambiguity, assessing risks and opportunities, and applying innovative solutions.
6. Proven track record in developing, executing, and evaluating strategies or integrated programs, incorporating data insights to drive decisions and measure outcomes.
7. Strong interpersonal and communication skills, with experience engaging stakeholders at all levels, maintaining professional, respectful, and collaborative relationships.

## **Desirable**

1. Demonstrated change management experience in an organisation of comparable size and complexity, with the ability to deliver high quality outcomes and an effective communication strategy.
2. A proven ability to integrate DIB perspective with Culture, Organisational Performance, Leadership and Enterprise Change, in order to deliver and influence organisational outcomes aligned to organisational objectives.

**Not sure if you meet all the criteria?**

While it is CSIRO policy that the successful candidate must meet all the essential criteria, there are many ways to demonstrate this. Don’t let the list discourage you. If you are unsure about applying, please reach out to the contact on page 1 of this document so we can discuss the role further.

## **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.

### Setting you up for success

We understand that not everyone works in the same way and sometimes people may require reasonable support and adjustments to perform at their best. Whether related to the recruitment process and or the role itself, this may include options such as providing different methods of communication, flexible hours or physical adjustments to work methods. If you feel comfortable, we encourage you to share any support and adjustments you may need to carry out the inherent requirements of the role. Please let us know via [careers.online@csiro.au](mailto:careers.online@csiro.au) if we can help you to equitably participate in our recruitment process or the role itself.

### Life at CSIRO and flexible working arrangements

We [work flexibly at CSIRO](https://www.csiro.au/en/careers/life-at-csiro/Flexible-work), offering a range of options for how, when and where you work.  We can discuss flexible work arrangements with you during the recruitment process. CSIRO also offers a range of leave entitlements, [benefits](https://www.csiro.au/en/careers/life-at-csiro/Benefits) and [career development](https://www.csiro.au/en/careers/life-at-csiro/Career-development) opportunities. To learn more, visit [Careers at CSIRO](https://www.csiro.au/en/careers).

We celebrate the uniqueness of our workforce and are committed to creating [diverse and inclusive teams](https://www.csiro.au/en/careers/life-at-csiro/Diversity-inclusion-belonging) where everyone feels they belong. CSIRO is an equal employment opportunity organisation dedicated to recruiting people based on merit, and reflecting the diversity of the community we serve. We recognise true diversity encompasses all ages, nationalities, abilities, cultures, genders, sexualities, faiths, levels of education, diversity of thought and many more aspects of identity. By empowering diverse teams, our community is reflected in the solutions we create.

**CSIRO values**

CSIRO is a values-based organisation committed to values-based leadership.

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| **Value** | **Descriptor** | **Behaviour** |
| **People first** | Our priority is the safety and wellbeing of our people. We believe in, and respect, the power of diverse perspectives. We seek out and learn from our differences. | * Respectful * Caring * Inclusive |
| **Further together** | We achieve more together than we ever could alone. We listen and collaborate, in teams, across disciplines, across boundaries. We embrace ambiguity and use discussion and persistence to generate unique solutions to complex problems. | * Accountable * Authentic * Courageous |
| **Making it real** | We do science with real impact. We thrive when taking on the big challenges facing the world. We take educated risks and defy convention. We celebrate successes and failures and leverage them to learn as we strive to be the force for positive change. | * Partnering * Cooperative * Humble |
| **Trusted** | We’re driven by purpose but remain objective. We fight misinformation with facts. We earn trust everywhere through everything we do. We trust each other and we hold each other accountable. Together our actions drive Australia’s trust in CSIRO. | * Curious * Adaptive * Entrepreneurial |

### Child safety

CSIRO is committed to the safety and wellbeing of all children and young people involved in our activities and programs. View our [Child Safe Policy](https://www.csiro.au/en/about/policies/child-safe-policy).

Special requirements

Appointment to this role is subject to provision of a pre-employment background check and may be subject to other security/medical/character clearance requirements.

* The successful candidate will undertake a pre-employment background check. Please note that individuals with criminal records are not automatically deemed ineligible. Each application will be considered on its merits.