# Position details

## Administrative services- CSOF6

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| The following information is for applicants | |
| Advertised job title | **Human Resources Business Partner – Enterprise Services** |
| Job reference | 101553 |
| Tenure and work schedule | Specified Term of 12 months  Full-time.  We will explore options for flexible work arrangements however role is full-time. |
| Salary range | AU$131,113 to AU$153,639 pa (pro-rata for part-time) + up to 15.4% superannuation |
| Location(s) and office arrangements | Melbourne (Clayton), Brisbane (Dutton Park or Pullenvale), Canberra, (Black Mountain) other locations may be 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 People Partnering |
| Client focus – internal | 90% |
| Client focus – external | 10% |
| Number of direct reports | 0 |
| Enquire about this job | Contact Lyndelle Broadfoot (she/her), Executive Manager People Partnering, via email at Lyndelle.Broadfoot@csiro.au |
| Support and workplace adjustments | We offer a range of reasonable supports and workplace adjustments. Please let us know via Lyndelle.Broadfoot@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 HR Business Partner (HR BP) is an experienced HR practitioners who engage and partner with senior leaders to understand CSIRO business needs, provide strategic advice and broker people services & initiatives. The HR Business Partner plays a key role in understanding the commercial needs and priorities of CSIRO and translating them into a plan to guide the People Teams effort. ​ Our HR BP is the entry point or ‘front door’ into the People Team for Executives looking for guidance and support in running their business unit and are. ​ critical in improving People business value. We have a small team of HR Business Partners within our People Partnering & Services function.

Our professional Enterprise Services staff make a significant and diverse contribution to the organisation by providing essential services and assistance that help enable our researchers to deliver impact. Enterprise Services provide support to all our people and recently went through a significant reform to be more streamlined and sustainable.

The HR BP for Enterprise Services will work with the Executive Manager People Partnering to support senior leaders across our Enterprise Services and for providing input into business unit strategy and people matters relevant to business success. The HR BP who is successful in this role will have the ability to manage a wide portfolio of units and leadership teams.

### Duties and key result areas

* Engage and Partner with senior leaders to understand CSIRO business needs, provide strategic advice and broker people services and initiatives.
* Be a proactive participant on applicable leadership teams, advising on people matters.
* Provide input into business unit strategy and people matters relevant to business success, such as talent development, succession, workforce and operational planning, organisational design.
* Understand business needs and translate business unit strategy and requirements into the People plan to guide the People Teams effort.
* Support senior leaders to deliver organisational change in their respective business units, monitor the impact of business decisions on people and support the development of the desired employer brand and culture.
* Challenge the business to ensure integrated people strategy, talent strategy approach, and fair people management.
* Combine internal expertise with the knowledge of the latest trends in HR to suggest appropriate solutions to business unit challenges.
* Work closely with subject matter experts and the People team to continuously monitor and identify opportunities for improvement in the efficiency and quality of HR services. Provide business feedback to appropriate HR governance forums.
* Analyse, interpret and act on information and themes developed from strategic reports provided by subject matter experts and shared services teams.
* Demonstrate integrity, tact, and the ability to handle personal, sensitive, and confidential information; understand appropriate use and disclosure of personal information and relevant privacy legislation.
* Communicate effectively and respectfully with all staff, clients, and suppliers in the interests of good business practice, collaboration, and enhancement of our reputation.
* Adhere to the spirit and practice of CSIRO’s Code of Conduct and values, 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 equivalent experience in Human Resource Management, Business Management, or other relevant discipline.
2. Demonstrated experience of developing of effective people solutions to diverse business problems and supporting senior executives.
3. A minimum of 10 years' experience in a role providing generalist and strategic HR advice on a range of complex HR, organisational and employee relations issues across the employment lifecycle.
4. Demonstrated ability to lead conversations with senior stakeholders to articulate business needs and develop an appropriate strategic response. ​
5. Demonstrated ability to effectively challenge, coach and hold leaders to account, i.e., managerial courage. ​
6. A track record of being able to anticipate and balance the needs of multiple stakeholders.​
7. An ability to assess the risk and opportunity of identified strategies, options and actions while overcoming problems and setbacks in achieving goals.
8. Strong interpersonal skills exemplified by experience establishing and maintaining strong partnerships and a history of delivering a credible and exceptional level of customer service.
9. Extensive change management experience in an organisation of comparable size and complexity, with the ability to deliver high quality outcomes.
10. Superior written and oral communication skills, evidenced by high-level reporting, presentation and negotiation abilities, and the capacity to identify and influence critical stakeholders to gain support for contentious proposals/ideas.
11. Exceptional organisational skills and attention to detail, able to prioritise competing demands, and a clear understanding of risk and when to escalate issues to achieve positive outcomes.
12. Demonstrated evidence of professional and respectful behaviours and attitudes in a collaborative team environment.​

**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:** 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.

**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 Lyndelle.Broadfoot@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.